

owen sound

where you *want* to live



The City of Owen Sound requires a motivated professional to assume the responsibilities of Tourism Marketing Coordinator. Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately 2 hours north of Toronto, and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines.

The City of Owen Sound municipal offices are located in the historic downtown of a regional centre located on beautiful Georgian Bay and surrounded by Niagara Escarpment and rural landscapes. Urban convenience is reconciled with balanced lifestyle in this welcoming community. Enjoy the Tom Thomson Art Gallery, theatres, museums, festivals, hiking, biking, skiing and snowshoeing, boating and fishing minutes from your office.

The Tourism Marketing Coordinator is responsible to promote and market the City of Owen Sound from a tourism perspective in accordance with the City's strategic goals and objectives. The Tourism Marketing Coordinator will work as a member of the Community Development and Marketing division to promote the City's assets and opportunities to a wide range of audiences. The Tourism Marketing Coordinator will serve as a point person with respect to Visitor Centre Operations. This position reports directly to the Manager of Community Development and Marketing.

Education Required:

- A university degree or college diploma in Marketing, Tourism, Hospitality, Business Administration or related field.

Experience Required:

- A minimum of 2 years of work experience in the field of tourism, hospitality and/or promotion/marketing is preferred.

Skills / Competencies Required:

- Ability to clearly and effectively present/exchange/explain/receive/interpret information, adjusting language or terminology to the needs of the audience, while exercising respect, tact and courtesy at all times.
- Demonstrate responsibility for independent work, completion of assignments on time with minimal assistance, while anticipating potential issues. Ability to anticipate needs and priorities with regard to the department and services and Manager's expectations.
- Demonstrate a positive attitude towards work and co-workers. Commit to establish and maintain positive working relationships with others; work as a team member.
- Demonstrate courtesy, patience, and effective listening in all interactions. Ensure delivery of services is accurate, timely and complete. Ensure communications adhere to corporate philosophies and principles and at all times are respectful and supportive.
- Time-management skills with the ability to prioritize workload and meet deadlines, effectively, with minimal supervision; ability to deal with multiple demands.
- Excellent written and oral communication skills as well as strong interpersonal skills to work alongside members of the public, council and all levels of staff
- Must have excellent conflict resolution skills, along with the ability to listen.
- Demonstrated proficiency in Microsoft Office and other related software
- Possess and maintain a valid Ontario Class "G" Driver's License

The full job description can be viewed on the City's Webpage under Employment. The City also offers a competitive benefit package and an opportunity to grow with us. To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter by October 16, 2018:

Human Resources
City of Owen Sound
E-mail: hrjobposting@owensound.ca

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection. We will accommodate the needs of qualified applicants under the Human Rights Code and the AODA in all aspects of the hiring process, upon request.