

City of Humboldt

Tourism Coordinator

The City of Humboldt invites applications for the position of Tourism Coordinator. Reporting to the Community Development Manager, the Tourism Coordinator is responsible for the development and marketing of tourism for the City of Humboldt.

Duties & Responsibilities:

Develop, implement and evaluate the strategic business and marketing plan for Humboldt Tourism and the Willkommen Centre
Prepare all advertising and promotional materials
Represent the City of Humboldt at consumer tradeshow
Respond to all public and media inquiries regarding tourist attractions

Qualifications:

Completion of Business Administration and / or Marketing / Tourism Diploma or Degree
2-3 years of experience in the tourism industry
Extensive knowledge of marketing concepts and proficiency in implementing marketing strategies
Strong written and verbal communication skills
Excellent computer skills and experience with Microsoft Office Suite
Must have the ability to travel and a valid driver's license

Deadline for applications is 5 pm on Friday October 20, 2006.

Please submit cover letter and resume to Kerri Martin, Community Development Manager, City of Humboldt, and P.O.Box 1598 Humboldt, SK S0K 2A0
Phone: (306) 682-3444 Fax: (306) 682-3936 or email
kmartin.cityofhumboldt@sasktel.net

We thank all applicants, however only those who individuals to be interviewed will be contacted.