



Tourism & Visitor Services Coordinator

Tourism Radium & Valley Visitor Services is seeking a year-round Tourism & Visitor Services Coordinator to lead our busy visitor services team and support tourism industry development in Radium and throughout the Columbia Valley. The Tourism & Visitor Services Coordinator leads visitor services operations and the development of activities, events and marketing in the Radium Visitor Center and across the Columbia Valley. Reporting to the Executive Director, this role will provide administrative support across a number of programs including Tourism Radium and Valley Visitor Services. The ideal candidate will enjoy working with people, be a good team leader and have a strong knowledge of the activities and experiences in the local area.

Responsibilities:

- Lead the visitor services team through supervision, scheduling and acting as first point of contact for partners and business owners
- Provides visitor information through in-person, digital and phone-in services to promote things to see and do, activities and events across the Columbia Valley
- Work on destination and business development initiatives throughout the Columbia Valley
- Deliver visitor services and destination ambassador training across the Columbia Valley
- Perform administrative duties for Tourism Radium, Radium Chamber & Valley Visitor Services
- Liaise with local business owners, tourism operators and non-profit organizations to support industry and business development initiatives
- Support and leads events and activities for residents, visitors and industry stakeholders
- Gather information and develop new resources from across the Columbia Valley to support engagement and delivery of visitor information and travel services
- Supports destination development activities
- Support tourism marketing initiatives & projects
- Organizes a variety of industry meetings, events, publications and initiatives

Experience & Education:

A post-secondary diploma in Business, Tourism or related field. Minimum 2 years in a supervisory administrative or customer service position. Strong computer literacy skills including proficiency in Microsoft Office, social media and accounting platforms. Strong research, reporting and communication skills, along with leadership, conflict resolution, judgement and decision-making skills are required.

If this position sounds like a perfect fit for you, please send us your resume and cover letter to jessica@radiumhotsprings.com.

Application Deadline: April 8th, at 4pm MT.