



**BOUNDARY
COUNTRY**
Adventure: Unlimited.



SYMPHONY
TOURISM
SERVICES

New Part-time Opportunity: Boundary Country Local Project and Stakeholder Engagement Specialist

Come Work with the Boundary Country Tourism Team!

Do you live in Boundary Country? Do you know it and love it and want to see it succeed as a tourism destination? Do you have experience in tourism or a network in the region? We want to hear from you!

Role and Responsibilities:

- Liaise with Boundary Country Tourism Stakeholders - all the tourism businesses in the region, with a focus on Municipal & Regional District Tax (MRDT) stakeholders. This includes phone calls, visits, emails, to reach out, stay in touch, and bring forward ideas and perspectives; to be a representative and voice for the region.
 - ◆ Attend industry meetings such as regional and community destination marketing organization (DMO) meetings, Discover Grand Forks meetings, Boundary Country Chamber meetings, etc.
 - ◆ Plan and set-up MRDT steering committee meetings quarterly
- When required, secure updated stakeholder signatures in agreement for MRDT (Municipal & Regional District Tax) continued support, per the Province of British Columbia
- Support in creating plans and delivering activities that align with the Regional District of Kootenay Boundary (RDKB)
- Daily project management duties and oversight for Boundary Country
- Maintain database in MailChimp newsletter software to ensure stakeholder contact info is up to date
- Draft and send newsletters via MailChimp to all stakeholders with tourism news and relevant updates, working with Symphony Tourism Services team on the behalf of the RDKB
- Coordinate project work and report on initiatives, for example, Trade Shows, Professional Development workshops, Trails project, FAM tours, etc.
 - ◆ This includes getting quotes on project work to be contracted, for example, Call to Action cards, brochure folders, trail kiosk signs, map printing, swag for giveaways, etc.
- Creation, updating, and distribution of promotional materials as required including: Boundary Country Call to Action cards, Boundary Magazines, Arts and Culture Guides.
- Weekly virtual meetings with Boundary Country Tourism Project Manager, Symphony Tourism Services, quarterly meetings with MRDT Steering committee
- Contribute to monthly report to RDKB Boundary Services Committee



**BOUNDARY
COUNTRY**
Adventure: Unlimited.



SYMPHONY
TOURISM
SERVICES

Details:

Role reports to Karen Chalmers, Managing Director of Symphony Tourism Services

(SymphonyTourismServices.com), a subsidiary of the Thompson Okanagan Tourism Association (TOTA).

Together the Managing Director and the Local Project and Stakeholder Engagement Specialist report to the RDKB Boundary Services Committee.

This is a part-time, casual contract position, requiring 5 to 28 hours a week (based on job requirements of given weeks). Therefore you can manage your own hours and work on your own schedule.

Salary: \$25.00 per hour

Qualifications:

- Post secondary education focused on business
- Intermediate computer skills including Excel/Google Sheets, PowerPoint/Google Slides, WordPress, MailChimp, and CRM email lists
- At least one year of tourism/hospitality previous experience
- Comfortable in meeting stakeholders and partners, representing the area, and presenting to senior levels of management
- Must have access to car and valid drivers license
- It's expected that candidates live in the Boundary Country area
 - Boundary Country communities are listed at <https://BoundaryBC.com/destinations>

How to apply:

Apply by May 6, 2022

Please send your cover letter sharing why you would love this role and your resume to

Karen Chalmers at STS@TOTABC.com, and copy to Charnley Van Wyk at BoundaryBC@gmail.com.