EMPLOYMENT OPPORTUNITY

Société de développement communautaire
Kirkland & District
Community Development Corporation
Une Société d'aide au développement des collectivités
A Community Futures Development Corporation

Partners for Opportunity / Partenaire pour des opportunités

Tourism Research Coordinator
Full- Time Contract Ending March 31, 2023

Kirkland & District Community Development Corporation (KDCDC) will partner with its communities, businesses, groups, and individuals to create opportunities to diversify, sustain, and stabilize the economy, leading to wealth and prosperity for KDCDC's region.

La Société de Développement Communautaire de Kirkland et du District (SDCKD) établira des partenariats avec les collectivités, les entreprises, les individus, et les groupes et organismes communautaires afin de diversifier, soutenir et stabiliser l'économie locale, ce qui pourra mener vers une croissance et prospérité économique pour notre région.

Kirkland & District Community Development Corporation is seeking a dynamic, individual to collect and network with surrounding community groups and municipalities to establish a central hub for all tourism information in the KDCDC catchment area.

JOB LOCATION: Kirkland Lake, ON

JOB DESCRIPTION:
The individual will be responsible for meeting with key stakeholders to collect marketing information regarding the surrounding communities and tourism attractions that are within our catchment area. This includes but is not limited to: events, accommodations, restaurants, activities, and other natural attractions.

- Assist smaller rural communities, not-for-profit organizations, and First Nation communities in the collection of information of their surrounding area to better promote economic opportunities and increase their awareness.
- Collection of economic and demographic information for communities.
- Gather information on natural tourist attractions.
- Create a business directory to include lodging and dining opportunities, as well as other tourism-attracting groups and businesses.

- Coordinate meetings with key stakeholders.
- Identify key regional events that can provide a positive economic impact.
- Develop a user-friendly tool that will display all tourism opportunities in the area.

SKILLS:

- Communication, interpersonal, consultative, and presentation skills.
- Planning and organizational skills, ability to prioritize tasks in a changing environment and among competing demands.
- Official language proficiency is an asset
- Working knowledge of computers i.e.: Microsoft Office, Canva, Zoom, Microsoft Teams, and Adobe
- Clear Criminal Reference Check and Vulnerable Sector Screening
- Must have valid driver's license

SALARY: This is a full-time contract position until March 31, 2023. $20/HR with 4% RRSP contribution.

Please submit all applications by email to: jobs@kdcdc.com. Application deadline is May 11, 2022, at 4:00pm.

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