

**Program Coordinator
Job Posting
Salary Range \$58,000 - \$62,000 (CDN)**

Kootenay Rockies Tourism Association (KRT) is seeking a **Program Coordinator** to join their team. At KRT, we are passionate about tourism in BC and specifically tourism in the southeast part of the province. As a not-for-profit regional destination management organization funded by the Crown corporation, Destination BC, we support BC's tourism industry through destination development, sustainability, industry learning, content development, travel trade and travel media. Learn more about our programs and services at www.KRTourism.ca

PURPOSE OF THE POSITION

As part of the Kootenay Rockies Tourism (KRT) team the successful candidate will play a significant support role to existing team members within their departments internally. The key responsibilities for this position include coordinating and supporting all program areas.

Under the direction of the CEO of Kootenay Rockies Tourism, the Program Coordinator position supports the optimal delivery of the programs and services delivered by the team within the KRT tourism region. Success in this role requires strong organization, attention to detail, relationship building, and excellent written and verbal communication skills, as well as collaboration with KRT departments, government, external partner organizations, contractors, tourism organizations and businesses.

RESPONSIBILITIES

- Assists in the coordination of the delivery of KRT programs (i.e. Destination Development & Sustainability, the DBC Invest in Iconics Strategy, Industry Development, Travel Trade & Travel Media) within the KRT tourism region to ensure program delivery and partner engagement.
- Maintains KRT databases and ensures lists are current.
- As required, may organize, attend and record minutes or notes at community planning meetings with key partners including Mayors/Councillors, community officials, government partners, Destination Marketing organization representatives and tourism businesses.
- Prepares, monitors and tracks some contracts ensuring compliance with deliverables and terms and conditions.
- Assists with the coordination and organizes delivery of workshops, webinars, seminars and conferences in various communities throughout the KRT region, including the KRT Industry Conference.
- Prepares and refines presentation materials to support the team and the CEO, including slide decks, speaking notes, and visual aids tailored to internal and external audiences. Support itinerary building as needed with the Travel Trade & Travel Media departments.
- Other related duties as required.

EDUCATION AND EXPERIENCE

- Diploma in marketing or business and a minimum 3 years' experience in a tourism related field; or an equivalent combination of education and experience.
- Minimum two years' experience developing contracts and contractor relationship management;
- Minimum two years' experience in supporting partner relationship development and maintenance;
- Minimum two years' experience in event planning (on-site and virtual)/logistics/ organization.
- Demonstrated experience in preparing written reports and designing presentations at the intermediate level.

KEY COMPETENCIES

- **Managing Organizational Resource** is the ability to understand and effectively manage organizational resources (e.g. people, materials, assets, budgets).
- **Demonstrated Experience** in desktop applications including spreadsheets, database maintenance, presentation software, and word-processing. (MS Office preferred) Previous use of tools such as Asana, Canva, Microsoft Teams, Harvest, WordPress and any AI for workplace tasks, is an asset.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes, and generate solutions.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Communication Skills** with an excellent understanding of effective written and oral language in a business environment. You must be able to deliver concise, professional and understandable communications to a range of audiences.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

WE OFFER

- Extended health and dental plan (after a successful completion of a six month probation period)
- Opportunity for career development and training within the organization
- A hybrid work environment opportunity
- A collaborative and supportive team environment

REQUIREMENTS

- A valid BC drivers license and clean abstract
- Canadian citizenship or Permanent resident status
- A Criminal Record Check may be required

Kootenay Rockies Tourism is committed to **diversity, equity and inclusion** and welcomes applications from all qualified candidates. We are also committed to providing workplace accommodations for employees with disabilities, ensuring you have the support needed to perform your best work both during the hiring process and throughout your employment with us.

HOW TO APPLY

To apply to this position, please respond by email to Kathy@KootenayRockies.com citing **KRT – Program Coordinator** in the subject line. Please submit a cover letter and resume detailing your experience and qualifications, as well as outlining why you are interested in this position.

We would like to thank all applicants, however, only those selected for an interview will be contacted. No phone calls please.

This posting will close at 5:00 PM PT/6:00 PM MT on Friday, May 30, 2025. All interested applicants must have their information submitted by this time/date.