



VISITOR EXPERIENCE COORDINATOR
Full-Time
Internal/External Posting No. 2025-51

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| Department: | Community Services |
| Internal/External Posting Date: | June 27, 2025 |
| Internal/External Closing Date: | July 13, 2025 |
| Hourly Rate: | \$40.89 after probation |
| Hours of Work: | 40 hours per week |
| Competition No.: | 2025-51 |

The City of Dawson Creek invites applications for a passionate and enthusiastic Visitor Experience Coordinator to join our team. This role is crucial in promoting and enhancing year-round visitor experiences in Dawson Creek. Your responsibilities will include operating a year-round Visitor Information Centre, gift shop and developing and implementing creative strategies to engage tourists with the goal of lengthening their stay in the area.

Please note Tourism is a seven day operation in the summer months, and a five day operation in the winter months. This position will work five consecutive days which will include one weekend shift. Working hours are scheduled between 7:00 am to 7:00 pm.

Requirements:

- A diploma in a relevant subject area such as tourism, public relations, business administration or other related discipline or an equivalent amount of experience.
- Minimum of two (2) years' experience in a local government role in the areas of tourism, customer service, or supervising a retail sales team.
- Valid driver's license.
- Experience managing budgets.
- Experience managing a sales team.
- Experience developing social media and website content.
- Satisfactory Criminal Record Check required.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a pdf to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.