



ECONOMIC DEVELOPMENT & TOURISM AMBASSADOR **(3 MONTH INTERN POSITION)**

About Torbay

Torbay is located on the Northeast Avalon, approximately 6 minutes from the City of St. John's. Our Brand, Beautiful Torbay, isn't just a Brand! It's an activated way of sharing with the world our picturesque community with a rich history and bright future. With a diverse population ranging from young families to seniors, and programs and services for all, Torbay is an inclusive community with a rural feel home to approximately 7,900 residents.

The Position

The Town of Torbay is seeking a creative and passionate individual to join our team as an Economic Development and Tourism Ambassador, to assist the Town with creating and implementing economic development and Tourism initiatives - helping to grow and support Torbay's tourism industry and brand as well as support Torbay's business community.

Job Duties / Responsibilities:

The Economic Development & Tourism Ambassador will provide support to the Economic Development and Tourism Officer. It includes but is not limited to working towards updating the Town's community profile, website updates pertaining to both the Business Profile section and Tourism sections, assist with social media campaigns; research, develop and support the implementation of an economic development business retention and expansion exercise, build relationships/network with local businesses; assist with the delivery of the Community Market, garden tourism initiatives, the Youth Entrepreneur Program, as well assist in the development of tourism promotion objectives; perform other related duties as required with opportunity to attend networking meetings, events etc.

Required Qualifications and Experience

- Must be a graduate of a post-secondary degree or diploma program, with a minimum of one year work experience in a combination of community development planning, economic development, tourism and hospitality, program management; OR enrolled in the final year of degree/diploma program with one-year relatable experience
- Excellent written and verbal communication skills
- Excellent research skills, organizational skills
- Must be proficient in the use of computers, current related software and digital media platforms
- Must have a valid Class 5 driver's license
- Aptitude for collecting, maintaining and analyzing data
- Must be legally eligible to work in Canada
- Must be able to provide an updated RNC Certificate of Conduct, including a vulnerable sector check.

Preferred Qualifications and Experience:

- A degree/diploma in business administration, planning, economic/community development, public administration, commerce, marketing, tourism/hospitality, or a related program
- Previous experience and/or knowledge in tourism and/or economic development sectors/placemaking/place branding
- Previous experience and/or knowledge in social media best practices, content creation and/or are simply just a creative individual
- Knowledge of The Town of Torbay, the Northeast Avalon Region and the local business community is an asset
- Previous experience in municipal government is an asset

Period of Employment

June 1st – September 1st

This position is a 3-month intern position, reporting to the Economic Development and Tourism Officer for a period of three months.

The hours of work are Monday to Friday; 8:30AM – 4:00PM with occasional evening or weekend work as required. Ample notice will be given for evening and/or weekend work.

Application Process

Interested applicants are invited to apply with their qualifications and experience outlined in a formal resume with cover letter to dlawrence@torbay.ca prior to **4:00PM on Friday April 14th, 2023** and addressed to:

Economic Development and Tourism Ambassador Application
Town of Torbay
1288 Torbay Road
Torbay, NL
A1K 1K4

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.

The Town of Torbay is an equal opportunity employer and is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process, upon request. Please advise the Town if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process, in accordance with the NL Human Rights Act.