



**TOWN OF TORBAY
ECONOMIC DEVELOPMENT AND TOURISM OFFICER POSITION**

ABOUT TORBAY

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centres and an international airport, are within a few minutes' drive.

THE POSITION

Reporting to the Chief Administrative Officer, the Economic Development and Tourism Officer is responsible, in consultation with the Chief Administrative Officer, to create an economic environment that is focused on attracting and retaining commercial businesses, including research, marketing, and promotion; assists in the development and management of strategies to stimulate business activity and investment in the Town; coordinates commercial land sale activities; promotes the Town as a primary tourist destination; and works with staff, regional tourism groups and committees to help promote the Town and what it has to offer to residents and visitors.

This is a full time permanent position.

QUALIFICATIONS

The ideal candidate is a graduate of a recognized post-secondary institution in the field of business, marketing (economic development), research or economics; training or experience in the field of marketing and research, with knowledge of community economic development and tourism; excellent computer skills; four or more years' experience in a municipal setting as an economic development and tourism professional, with at least two years management experience; demonstrated ability to communicate and interact effectively, to work effectively with various groups and organizations, to effectively manage employees, and possesses tact and discretion to deal with public and business representatives; or any equivalent combination of experience and training acceptable to the Town.

APPLICATION PROCESS

The Town welcomes applications from qualified candidates until Monday, April 15, 2019 at 4:00PM. You are invited to email your resume, complete with references and covering letter, in confidence to Dawn Chaplin, Chief Administrative Officer at dchaplin@torbay.ca .

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