



Employment Notice- Tourism Manager

General Description

Kyah Development Corporation is growing rapidly and looking for a dependable and enthusiastic Tourism Manager to join our team. Reporting to the CEO, the Tourism Manager will also perform General Manager duties for the retail and tourism enterprises including Witsset RV Park & Campground and Witsset Canyon House Museum. They will add value to our growth activities by identifying new opportunities and manage marketing efforts. They will keep up to date with trends and market conditions and provide strategic advice to executives.

Responsibilities and Requirement Summary

- Oversee day-to-day tasks and activities.
- Responsible for hiring and managing RV Park, Campground & Museum Staff.
- Apply for applicable funding for programming, wages and additional tourism ventures.
- Provide customer service and deliver training and coaching to staff.
- Monitor operations to identify areas for improvement, implement efficient systems and develop SOP's.
- Conduct regular performance evaluations, address performance issues and recognize outstanding achievements.
- Plan and attend events.
- Develop and implement strategies according to company goals and objectives aiming to accelerate growth.
- Coordinate with relevant departments to develop and implement emergency response plans and procedures.
- Ensure compliance with all health, safety and sanitation regulations and standards.
- Conducting market research and analysis to create detailed business plans for opportunities (expansion, business development etc.)
- Monitor performance of activities and prepare reports for senior management.
- Assist in setting financial targets and budget development and monitoring.
- Adhere to timescales, costs, and resources for ventures.
- Creating plans for each stage of a project.
- Negotiating with suppliers and contractors.
- Constantly and accurately monitor project progress, quality, and costs.
- Reporting regularly to executives about project progress.
- Responsible for the end-to-end management and successful completion of key projects by managing and overseeing the Project Management team.
- Creating the project vision and communicating it effectively to the team, outlining all deliverables and ensuring everyone understands what is expected of them.
- Ensure good governance.
- Must be willing to take training in the fields of business management, travel and tourism, proposal writing etc.
- Experience in sales and or marketing management.
- Excellent organizational and leadership skills.
- Highly motivated and able to work independently.
- Must be able to schedule and prioritize work for self and staff.
- Must have the ability to motivate personnel to ensure they work productively, cooperatively and with a sense of satisfaction in their work.
- Ability to comprehend and communicate detailed instructions orally and in writing.
- Ability to multi-task and establish priorities.
- Exhibit initiative, responsibility, and flexibility.
- Knowledge of local, provincial and federal workplace compliance regulations, ordinances and legislation.
- Able to create alternative solutions to problems.
- Excellent time management and project management skills.
- High level of sound and independent judgment and reasoning.
- Ability to interpret and implement company policies and procedures.

"The purpose of Kyah Development Corporation is to advance economic development and facilitate capital investment that enhances our membership's socio-economic well-being".



- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Able to work well under pressure.
- Strong attention to detail.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, etc.) and email
- Class 5 driver's license.

Days/Hours: 8:30am-4:30pm Monday to Friday, overtime as required.

Salary: \$45,000.00- \$50,000.00 (range based on education and experience)

About the Rewards

This is a great opportunity to contribute at an exciting time of change and growth within the community. In exchange for your hard work and dedication, you will be rewarded with a competitive salary, including:

- Ability to gain valuable First Nations Experience
- Opportunity for training and education specific to the tourism industry
- Ability to create Effective Change that will make Significant and Positive Community Impacts

Kyah Development Corporation thanks all applicants for their interest, but only those selected for an interview will be contacted.

A complete job description for the ***Tourism Manager*** is available upon request.

Apply to: Avril Jack/ Interim CEO
Email: avril.jack@kyahdevcorp.ca
Subject Line: ***Tourism Manager***
Deadline: **April 5, 2024**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to qualified applicants on indigenous ancestry.