

## **Tourism Marketing Levy Coordinator Temporary, Part-Time**

*Centrally located within Nova Scotia between two extraordinary coastlines, Colchester is a progressive rural municipality that offers an unparalleled work-life balance. It is a place that is affordable, welcoming, family focused, rich in diverse culture and natural beauty with thriving businesses and access to all the modern amenities typically found in an urban setting – without the common stresses of living in an urban setting.*

***The Municipality of Colchester is committed to treating people fairly, with respect and dignity. Our goal is to continue to move forward as a diverse and inclusive community representative of the citizens we serve by offering equal opportunities free of biases. We have formed an Equity, Diversity, and Inclusion Committee to keep us accountable and to help us reach this goal.***

***The Municipality encourages all qualified applicants who self-identify as Indigenous, Black/African Nova Scotian, Persons of Colour, Newcomers, Persons with Disabilities, 2SLGBTQIA+ to apply and self-identify on their applications.***

**About the role:** Reporting to the Economic Development Officer, the Tourism Marketing Levy Coordinator will oversee the reporting, collection, management, and enforcement of the regional tourism levy funds, in accordance with municipal bylaws. This role will collaborate with local accommodation operators, regional partners (Town of Truro, Town of Stewiacke, and Millbrook First Nation), and Colchester staff teams to ensure accurate levy collection and compliance. The ideal candidate will have strong communication skills, financial acumen, and a passion for supporting the local tourism industry. **This is a temporary contract position that works 3 days per week and is expected to last 6-8 months.**

**Salary range:** Range 6, \$38 783- \$44 976 (at 60% of full-time), plus 6% vacation pay

### **Qualities to succeed in the role:**

- Data collection and analysis
- Above average organizational abilities
- Strong interpersonal skills
- Technology savvy, especially in financial software
- Knowledge of tourism industry
- Knowledge of records management
- Ability to manage public relations concerns

### **Education and Experience:**

- Diploma or degree in marketing, finance, business administration, or a related field is required.
- 2+ years of experience in municipal government, financial administration is an asset.
- Experience working with or within local municipalities is preferred.
- Experience in data management, including the ability to manage and analyze large sets of financial or operational data, is required.
- Familiarity with tourism marketing initiatives and the municipal marketing levy bylaw is required.

***The Municipality supports the principles of the Nova Scotia Human Rights Act and the principles of inclusion for persons with disabilities in the Nova Scotia Accessibility Act. Applicants are encouraged to contact Human Resources at (902) 843-4193 should assistance be required throughout the application and hiring process.***

**Only those selected for an interview will be contacted or updated on the status of their application.**

Please submit a resume by 4:30pm November 7<sup>th</sup>, 2024, to Kelly MacIsaac, Human Resources Specialist, at [kmacisaac@colchester.ca](mailto:kmacisaac@colchester.ca). To learn more about us, please visit our website at [www.colchester.ca](http://www.colchester.ca).