



Travel Drumheller  
**Administrative Assistant**  
(part-time contract position)

## About Travel Drumheller

Travel Drumheller is a non-profit destination marketing organization (DMO) responsible for creating and implementing out-of-market marketing campaigns showcasing the Drumheller Valley as a premier destination.

**Vision:** Drumheller is a sought-after tourism destination

**Mission:** To promote Drumheller as a premier year-round destination through quality marketing and stakeholder engagement.

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## Purpose

This five-month contract position (August-December 2017) will support the Travel Drumheller board of directors with main administrative tasks such as facilitating the creation of board packages and minute taking, answering emails and phone inquiries, assisting with some event planning and social media posting.

This contract is based on approximately 30-35 hours/month, with flexibility dependent on the tasks and time of year. The successful candidate will have access to a computer and a home office space and will invoice Travel Drumheller monthly, based on a set monthly rate.

## Responsibilities

### Administration

- Manage the processes developed to collect partnership funding through Destination Marketing Fund (DMF).
- Main contact for Travel Drumheller email and phone inquiries.
- Create efficient processes for day to day management of the organization. These will include all financial and reporting procedures.
- Provide secretarial and administrative support to the board, as required.



- In consultation with the board treasurer, manage annual budgets and financial reporting.

#### **Board support**

- With the chair and executive, prepare meeting agendas and supporting material for distribution.
- Ensure the timely distribution of material to the board.
- Create action list from board meetings.
- Take minutes at all board meetings.

#### **Other duties**

- Assist the Stakeholder Relations Committee with the organization of professional development and networking events.
- Assist board of directors with the planning of October AGM.
- Post and share key industry information, partner events and Travel Drumheller info to social media; as per the Travel Drumheller marketing plan.

We are looking for someone who has experience in customer care, financial reporting and planning events. Experience in social media and working with a non-profit board would be assets.

This is a contract position to December 2017, if you are interested please provide your resume and monthly contract rate details to:

Shelley Rymal, board chair  
Travel Drumheller  
admin@traveldrumheller.com

**Deadline: 4 p.m. – Monday, July 24, 2017**