



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.

Purpose

This six month contract position will support the Travel Drumheller board of directors and manager 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, selling ad space in the Travel Drumheller Guide and social media posting.

This contract is based on approximately 40 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)
- Act as the main contact for Travel Drumheller email and phone inquiries
- Create efficient processes for day to day management of the organization.
- Provide secretarial and administrative support to the board, as required
- In consultation with the board treasurer, manage 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 in the organization of professional development and networking events
- Assist board of directors with the planning of the AGM
- Post and share key industry information, partner events and Travel Drumheller info to social media; as per the Travel Drumheller marketing plan
- To sell advertising space in the annual Travel Drumheller guide

We are looking for someone with

Administration qualifications or equivalent experience in an administrative role

Some experience in sales

Excellent communication skills, in all forms

Demonstrable social media skills

Experience in the tourism sector is a definite asset.

This is initially a 6 month contract position with a definite plan to extend the contract for the right person.

If you are interested please provide your resume, letter of application, links to your social media channels.

Julia Fielding

Board Chair Travel Drumheller

admin@traveldrumheller.com

Deadline: 4 p.m. – Wednesday October 24th