



### Tourism Information Officer

**Company:** Cariboo Chilcotin Coast Tourism Association

**Job Level:** Administration

**Job Type:** Full Time

**Job Address:** #204-350 Barnard Street, Williams Lake, British Columbia V2G 4T9

**Job Status:** Co-op/Internship, Seasonal

**Start Date:** June 6<sup>th</sup>, 2022

**End Date:** July 22<sup>nd</sup>, 2022

### Job Description:

Cariboo Chilcotin Coast Tourism Association (CCCTA) is seeking a talented individual to join our team on a Summer Student project to help grow the tourism industry in the Cariboo Chilcotin Coast region of British Columbia. Are you passionate about our region? Are you passionate about Emergency Preparedness? Interested in contributing to the development of the tourism industry and building a diversified economy? Would you like to work for a forward-thinking innovative organization?

We might have the position you have been looking for.

### Responsibilities:

- Learn about the Emergency Management framework in BC
- Support implementation of the regional tourism emergency preparedness plans
- Generate awareness and participation in emergency preparedness with tourism operators and communities
- Assist with tourism emergency mapping project and data entry
- Assist operators in the completion of business emergency preparedness and business continuity plans
- Support training and ongoing tourism emergency education
- Complete funding reporting requirements

Cariboo Chilcotin Coast Tourism  
204-350 Barnard Street, Williams Lake, BC V2G4T9  
T: 250-392-2226 | TF: 1-800-663-5885 | F: 250-392-2838





This position will support the Regional Tourism Emergency Manager and work with the Provincial Tourism Emergency Management Committee to ensure that tourism information is up-to-date and accessible to the tourism emergency program staff. Duties may include database management, research, client contact via email and phone, attending minutes, preparing minutes and reports, and updating emergency plans. The summer student will have the opportunity to attend tourism emergency training and sit with our management on any emergency related events for workplace experience.

**Job Requirements/Qualifications:**

- This summer student position will operate with the CCCTA team based in Williams Lake, BC
- Travel within our region will be required
- Current and returning students are strongly encouraged to apply
- Strong communication skills and the ability to build quality relationships are essential in this position
- The right candidate for this position will be passionate about emergency preparedness, tourism in rural settings and travel
- Salary/Wage: \$16.00

**Job Application Process:**

Please forward your resume to Amber Stratton:

Amber Stratton, Finance Manager  
Cariboo Chilcotin Coast Tourism Region  
finance@Landwithoutlimits.com

We thank all candidates for their application, we will respond directly to selected interviewees.

Post Date: May 6, 2022



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**Who we are:**

A Regional Destination Management Organization representing Destination British Columbia, Cariboo Chilcotin Coast Tourism Region promotes the development of tourism, marketing the tourism products of the region with its industry partners, and promotes the regional film and motion picture industry. Cariboo Chilcotin Coast is officially the second region in North America to earn the internationally registered Biosphere Certified Destination from the Responsible Tourism Institute based in Spain. Through innovative approaches and leading-edge marketing initiatives, Cariboo Chilcotin Coast is responsible for ensuring the long-term growth and prosperity of the regions multimillion dollar tourism industry. Considered an industry leader, Cariboo Chilcotin Coast Tourism is adding to its team of talented and motivated employees. All applicants should be excellent communicators and high achievers who are dedicated to business excellence and customer service. Products and services include access to an extensive image bank, travel guide and DVD, Fam tour assistance, itinerary planning assistance, property inspections and recommendations, along with our expert regional knowledge.

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