



## EMPLOYMENT OPPORTUNITY

### *Project Coordinator*

Contractual  
July 2020 – March 31, 2021

**Duties:** The Coordinator is responsible for providing seamless, innovative and quality customer service to members, non-members and partners. The coordinator will assist with delivering association related special projects related to assisting the industry survive and rebound amidst the uncertainty created by the COVID-19 pandemic under the direction the management team.

**Qualifications:** Applicants for this position should have

- a university degree or college diploma in either Business, Tourism, Adult Education; however, an equivalent combination of experience and coursework will be considered;
- have at least three (3) years of experience in project coordinator with strong understanding of business practices in small to medium size businesses;
- demonstrated communication skills, including facilitation and relationship-building among a diverse group of stakeholders;
- training delivery and presentation skills;
- social media management expertise;
- excellent writing and oral communication skills;
- ability to deliver results and be action-oriented;
- ability to coordinate multiple projects, prioritize, and meet established deadlines;
- proficiency in Microsoft Office and database management;
- excellent organizational and time management skills;
- prior experience working in the tourism/hospitality industry would be an asset;
- the ability to work flexible hours;
- the ability to work remotely and through virtual platforms
- the ability to travel in the province and a valid driver's licence;
- the ability to work in a fast-paced, demanding environment.

**Salary:** Commensurate with qualifications and experience in the range of \$35,000 - \$42,000 annually.

Please send resumes to:

Selection Committee  
Hospitality Newfoundland and Labrador  
71 Goldstone Street (Suite 102)  
St. John's, NL A1B 5C3  
email: [jford@hnl.ca](mailto:jford@hnl.ca)

Deadline for applications: July 24, 2020

Thank you in advance for your application  
Only applicants receiving an interview will be contacted