



## EMPLOYMENT OPPORTUNITY

### *Project Manager*

Contractual  
July 2020 – March 31, 2021

**Duties:** The Manager will implement and manage the overall delivery of information, communications, and services of special projects related to assisting the industry survive and rebound amidst the uncertainty created by the COVID-19 pandemic. The Manager provides basic to high-level, hands-on support, expertise to Tourism Businesses in Newfoundland & Labrador to learn and adaptive business practices and operations.

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

- a university degree or college diploma in either Business, Tourism, however, an equivalent combination of experience and coursework will be considered;
- have at least three (3) years of experience in project management 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;
- excellent writing and oral communication skills;
- ability to deliver results and be action-oriented;
- ability to manage 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;
- ability to work and thrive in a team and mobilize team members to meet goals;
- the ability to work flexible hours;
- the ability to travel in the province and a valid driver's licence;
- the ability to work remotely and through virtual platforms
- the ability to work in a fast-paced, demanding environment.

**Salary:** Commensurate with qualifications and experience in the range of \$43,000 - \$50,000 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