

Job Title: Career Information Coordinator

Salary Range: \$2318.76 - \$3209.74 semi-monthly

Term: Full-time, permanent position

Location: Saskatoon

Tourism Saskatchewan is seeking an organized and self-motivated individual to fill the position of Career Information Coordinator. Based in our Saskatoon office, this position is responsible for the arrangement and delivery of programs and services to raise the awareness of career opportunities in tourism, to improve the image of tourism careers, and to promote education, training, and professional development opportunities for tourism careers. This will be accomplished by working with students, career changers, guidance counsellors, career influencers, employers and any other interested tourism professionals.

Reporting to Executive Director of Workforce Development, the duties of this position are:

- Responsible for the promotion of tourism careers throughout the province.
- Promote Tourism Saskatchewan and emergent workplace training to employers and employees.
- Promote training programs to industry owner/operators and communities.
- Promote tourism career programs to instructors, career practitioners and potential volunteers, and others as identified.
- Research and update tourism career development information including current hiring trends, job websites, tourism employer hiring practices, and provincial tourism curricula at both secondary and post-secondary levels.
- Coordinate the preparation of promotional materials.
- Prepare and seek opportunities for promotional placement of tourism career information, as well as advertising opportunities.
- Prepare, coordinate and deliver career presentations/information programs to schools and funded programs across the province.
- Plan, coordinate and attend career fairs and other tourism career related events.
- Coordinate tourism industry involvement, where appropriate.
- Recruit and train participants, such as students and industry partners, for events.
- Maintain an inventory of presentation materials.
- Respond to career inquiries and provide tourism related job search support for job seeker contacts.

- Maintain a database of statistical records of participants, deliveries and locations for reporting purposes, and provide detailed reports, as required.
- Participate in business plan development by communicating needs and direction, including the development of a delivery strategy and budget, as required.
- Participate and contribute on applicable committees.
- Promote the tourism high school curriculum to school divisions, boards, teachers and students as well as liaise with the Distance Learning Centre to promote the training and provide support and guidance to school members.
- Maintain files for any Tourism Saskatchewan annual tourism student scholarships (e.g. Saskatchewan Polytech).
- Perform other duties incidental to the work described herein.

The knowledge, skills and abilities required for this position are:

- Possess a post-secondary degree/diploma in a relevant field such as marketing, tourism or education. A suitable combination of education and experience will be considered.
- Demonstrated knowledge and understanding of Saskatchewan's secondary and post-secondary education systems is an asset.
- Previous experience in event planning is required.
- Tourism industry experience is an asset.
- Previous experience in the area of recruitment is an asset.
- Demonstrated strong organizational and time management skills, and the ability to multi-task and prioritize while working in a team environment is required.
- Must possess strong interpersonal skills including professional relationship development, leadership abilities, team skills, and demonstrated cultural sensitivities.
- Must be customer service focused.
- Excellent written and verbal communication skills are required.
- Excellent presentation development and delivery skills are required.
- Must be self-motivated, demonstrate initiative and flexibility, and be able to work independently.
- Must demonstrate creative approaches to challenges.
- Experience using Microsoft Office suite of programs is required.
- A valid Saskatchewan driver's license is required as there is significant travel in this position, including overnight stays.

Please submit your resume by 5:00pm on Wednesday, May 21, 2025 to:

Joan MacPhail

Executive Director, Human Resources

Tourism Saskatchewan

189-1621 Albert Street

Regina, SK S4P 2S5

[careers@tourismsask.com](mailto:careers@tourismsask.com)

- ✓ *Testing may be done to evaluate knowledge, skills and abilities.*
- ✓ *As per Tourism Saskatchewan's policy, the successful candidate is required to provide a satisfactory criminal record check.*
- ✓ *The successful candidate may be required to provide proof of acquired education.*