



Destination Management Coordinator

12-month term (32 hours/week)

August 1, 2026 – March 31, 2027, with high possibility of extension

Compensation: \$3,800–\$4,200/month @ 32 hours week, Monday - Thursday

Job Summary

South Canadian Rockies Tourism Association (SCRTA) is seeking an energetic and relationship-driven Destination Management Coordinator who is passionate about community-based tourism development and excited to work directly with stakeholders and members across the region. *This role is ideal for someone who thrives on building strong in-person connections, turning ideas into action, and helping communities shape a vibrant, sustainable tourism future.*

As the Destination Management Organization for the Crowsnest Pass, Castle Mountain and Pincher Creek area, SCRTA brings together tourism operators, communities, and partners to strengthen the visitor economy and support long-term regional success.

Working closely with tourism businesses, municipalities, Indigenous and community partners, this position plays a key role in advancing collaborative projects, supporting local priorities, and delivering

meaningful outcomes for the South Canadian Rockies. Strong project management skills, initiative, and a genuine enthusiasm for working with people will be essential in this role.

Key Responsibilities

- Lead relationship-building and ongoing engagement with tourism operators, municipalities and other government bodies, Indigenous partners, and Chambers.
- Keep members and partners informed through newsletters, email campaigns, presentations, and information sessions.
- Support board and working group meetings, including logistics, pre-meeting preparation, in-meeting support, and post-meeting documentation.
- Prepare clear written materials such as reports, briefing notes, presentations, and basic communications.
- Work with media agencies and the marketing committee to deliver coordinated campaigns that strengthen the SCRTA brand.
- Track and manage project and grant budgets and related reporting with support from the board.

Qualifications

- Direct experience in stakeholder, member, client, or community relations, ideally within tourism or a related field.
- Knowledge of or strong interest in community and tourism development in the South Canadian Rockies.
- Experience in marketing, communications, and administration.
- Proven ability to build and maintain relationships and work collaboratively with diverse partners.
- Excellent written and verbal communication skills and strong attention to detail.
- Comfortable using Microsoft Office, Google Drive, Zoom/Teams, and basic understanding of digital marketing and social media platforms.

- Highly organized, able to manage multiple project activities and deadlines, self-motivated and accountable.
- Ability to travel within the region, including some in-office hours (negotiable) and member site visits.
- Option to work in a hybrid (remote/in-person) arrangement, though preference will be given to an individual who resides within the South Canadian Rockies Region or the Southwestern Alberta region.

Job Posting Open Until: July 24, 2026 4:30 pm

We thank all candidates that take the time to apply. Only candidates selected for an interview will be contacted after receipt of resume and cover letter.