

Seeking candidates for the position of Director, tourism & economic development

The Economic and Tourism Development Office of Chaleur Region is an integral part of the collaborative services of the Regional Service Commission. The Office's mission is to bring together all the key stakeholders through a common vision and to coordinate all the initiatives aimed at improving the prosperity and quality of life of all citizens of the Chaleur Region as well as the visitor experience.

Reporting to the Executive Director of the Regional Service Commission and guided by an advisory committee, the Director, Economic and Tourism Development, operates and supervises all daily activities and strategic initiatives related to the mission and the sustainability of the Office.

MAIN RESPONSIBILITIES

- Directs the development and execution of the economic development strategic plan and the tourism development strategic plan for the Chaleur region in collaboration with the members of the advisory committee and the specialists of the Office, within the framework of the mandate issued by the Regional Service Commission.
- Plays the role of curator of the two strategic plans.
- Manages the Office efficiently by properly executing all daily activities.
- Prepares the operating budget of the Office within the guidelines of the Regional Service Commission, presents the operating budget during the annual budget process and ensures that expenditures are in line with the budget.
- Supervises all staff and ensures that their development, job satisfaction and contribution to the successful execution of the Office's mandate are maximized through their respective roles and expertise.
- Develops strategic partnerships with all key stakeholders and plays a leadership role in promoting the strategic advantages and unique attractions of the Chaleur region.

REQUIREMENTS

- University degree in a field related to economic development, tourism development or any other relevant discipline.
- A minimum of five years of combined experience in economic development, tourism development, human resources and project management, communications, interaction with an advisory committee or board of directors, etc.
- Excellent oral and written communication skills in French and English.
- Strong ability to build consensus with employees, members, and partners and to maintain harmonious interpersonal relationships.
- Sense of initiative, creativity, and innovation.
- Excellent ability to manage stress and work under pressure.

WORK CONDITIONS

The normal work week is thirty-five (35) hours. However, the successful candidate must be available to work evenings and weekends, have a valid driver's license and be available to travel at times outside the Chaleur Region. Compensation and benefits are determined according to an internal policy established for this purpose.

Interested candidates must submit a resume and cover letter as follows:

By mail: Carolle Roy Executive Assistant Chaleur Regional Service Commission 702, rue Principale, Suite 2 Petit-Rocher, NB E8J 1V1	By email: carolle.roy@csrchaleurrsc.ca
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We thank you for your interest in this position. However, only those considered for an interview will be contacted.