



Be a Host Program Assistant

Tourism Vancouver is seeking a **Be a Host Program Assistant** to join our award-winning Meetings and Conventions team.

The Be a Host Program Assistant works with the Manager, Be a Host and contributes to the strategic market analysis to the department as well as contributes to the department's overall business development goals.

The primary responsibility of this position is to identify, contact and support local conference hosts to bring meetings and conventions to Vancouver through the Be a Host (BAH) program. Using a variety of marketing and sales initiatives crossing all market segments, this position develops strategic relationships with local organizations and individuals that will assist in promoting the resources and services of the meetings and conventions department. Working with all geographic and market segments, the BAH program is specifically integral to the international association market. The BAH program is often the first point of contact at Tourism Vancouver for clients and an important part of the business development cycle. The position also works in conjunction with *BestCities* initiatives.

The successful candidate will have 1-2 years of related work experience in the tourism and hospitality industry, have some research experience and some knowledge of the association and convention business cycle, especially as it relates to the international markets. Excellent verbal, written and business presentation skills. Must be professional, organized, detail oriented and possess strong networking skills. Post-secondary education in a related field and/or equivalent experience is an asset.

If you are qualified and describe yourself as motivated, committed to excellence, enthusiastic and possess the dedication to make a significant contribution, we invite you to apply for this position by sending your resume and cover letter to careers@tourismvancouver.com.

Closing date: Tuesday, April 3, 2018

Tourism Vancouver thanks all applicants and only those qualified and selected for an interview will be contacted.