

Tumbler Ridge Global Geopark Manager(Full Time)

Organization: Tumbler Ridge Global Geopark

Address:

PO Box 1348
255 Murray Drive
Tumbler Ridge BC
V0C 2W0

STATUS: Full Time

Job Level: Management

Job Description:

The role of the Manager is to manage the day to day business associated with the fulfillment of the Tumbler Ridge Global Geopark's (TRGG) certification requirements and the advancement of its public profile amongst a global audience. This position is ideal for a positive, self-motivated individual who thrives in a dynamic working environment. The Manager will reside in the community of Tumbler Ridge for the duration of their tenure.

Duties

Under the direction of the Board of Directors the Manager will:

- Coordinate the fulfillment of activities defined by the TRGG Master Plan;
- Ensure that the TRGG fulfills and adheres to UNESCO's Global Geopark certification criteria;
- Develop and oversee an annual budget;
- Research, identify and apply to funding sources to advance the TRGG's objectives;
- Coordinate day to day communication activities on behalf of the TRGG, including correspondence, the regular maintenance of its website and social media venues;
- Coordinate the regular and special meetings of the TRGG, including agenda preparation, report development and the recording of minutes;
- Work with the TRGG Marketing Committee to fulfill the objectives of the Marketing Plan;
- Actively recruit direct operators to the TRGG and coordinate their training;
- Actively recruit additional partners to the TRGG;
- Attend meetings, conferences and public outreach events on behalf of the TRGG, including those taking place at national and international venues;
- Support the development of policies to guide the regular business of the TRGG;

- Determine staffing needs, coordinate recruitment when necessary and to proactively address human resource issues;
- Coordinate community and public outreach to advance the profile of the TRGG and to build strong relationships for mutual benefit;
- Coordinate the advancement of educational initiatives related to the TRGG, including working with the TRMF Education Coordinator and educational institutions on a local to global scale;
- Work with the Canadian National Committee for Geoparks (CNCG) and other Global Geoparks to promote the advancement of the Global Geopark community;
- Liaise with the District of Tumbler Ridge Economic Development Department, the Tumbler Ridge Chamber of Commerce and other organizations with a similar mandate to coordinate the advancement of the local tourism industry.

Required Skills and Qualifications

- Excellent oral and written communication skills;
- Working knowledge of MS Office Suite, including Word, Excel, PowerPoint, or equivalent;
- Experience with:
 - Office administration and procedural development;
 - Grant research, preparation and reporting;
 - Budget preparation and reporting
 - Coordination of marketing activities

Preferred Qualities

- Experience working with community groups and non-profit organizations;
- Experience in Project Management, Tourism Development and/or Economic Development;
- Knowledge of methods and techniques for business and community involvement. Ability to motivate others to gain support for new initiatives;
- Ability to cultivate and maintain cooperative and effective working relationships with elected officials, community groups, staff and the general public.
- Appreciation of, or personal interest in, Earth Sciences.

Salary: commensurate with experience

Application Process:

email your resume and covering letter to:

trggresumes@gmail.com

give us a brief overview of who you are and why you would like this job.