



**Project Coordinator, Convention Services
Meetings & Conventions
Part time: 4 days per week, 1 Year Term**

Tourism Vancouver is looking for a part-time Project Coordinator, Convention Services to join the dynamic Meetings & Conventions team.

The Project Coordinator is a support/administrative position for the Convention Services Department. The responsibilities include internal and external reporting, database management, administrative support and project assistance related to Sales and Convention Servicing.

The position is also the key point person for familiarization (FAM) tours which requires overseeing administration, logistics, documentation and tracking of purchase orders, invoices, itineraries and on-site preparation. The position works directly with the Meeting and Convention teams and Tourism Vancouver members responsible for operating FAMs.

If you are motivated to make a significant contribution, are passionate about sales and service excellence, have excellent organizational, time management skills and have an eye for detail and logistics, please send your cover letter, resume to careers@tourismvancouver.com Human Resources by **Monday, February 15, 2016**.