



Job Title: Visitor Services Coordinator

Reports to: Executive Director

Summary:

The Visitor Services Coordinator position at Tourism Terrace offers an opportunity for a dynamic individual to be part of a fun team and welcome visitors to the community of Terrace.

Job Duties:

- Ensure exceptional customer service at the Visitor Centre.
- Provide vision and leadership to the Visitor Centre team in coordination with the Executive Director.
- Effectively communicate with visitors, vendors and stakeholders.
- Provide leadership for the Visitor Centre team, ensuring maximum coverage and support.
- Create a welcoming and inclusive culture within the Visitor Centre.
- Plan and coordinate activities and events for the Visitor Centre.

Key Qualifications:

- Experience in sales for tourism or related fields.
- Knowledge of MS Word, Excel, PowerPoint, Outlook, and digital/social media.

Personal Attributes:

- Adaptable, positive, and patient in a changing environment.
- Solution-focused and supportive of the team.
- Excellent project management and time management skills.
- Proactive, results-oriented, and self-motivated.
- Effective communication skills

Salary level:

- Starting \$24.00 - \$28.00/hr (based on experience) for a minimum of 3 days/week.
- Benefits package available for a full-time employee

To apply:

Please submit your resume and a cover letter to liz.smaha@visitterrace.com. We welcome applications until the deadline on **August 24, 2026**. Join our team and play a key role in shaping the future of tourism in Terrace!