

CORNER BROOK PORT CORPORATION

Suite 201, 61 Riverside Drive
Corner Brook, NL A2H 6T2 CA

Tel: (709) 634-6600

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Cruise Development Coordinator

Job Type: full-time (16-month contract)

Salary: commensurate with qualifications and experience

Location: Corner Brook, NL

Job Description

The Cruise Development Coordinator is responsible for the successful leadership and management of the cruise tourism line of business for the Corner Brook Port Corporation in accordance with the strategic direction set by the Board of Directors.

Primary Duties and Responsibilities

The Cruise Development Coordinator is responsible for the following:

Cruise program planning and management:

- Oversee the planning, implementation and evaluation of the cruise program at the Port of Corner Brook including the cruise welcoming program, busing, tour operations, security, and health and safety protocols.
- Ensure the program and services offered by the Port of Corner Brook contribute to the organization's mission and reflect the priorities and approved budget of the board of directors.
- Working with the CEO and Operations Manager to ensure annual cruise plan is sufficient, meets port capacity, and meets the expectations and requirements of cruise lines, tour operators and other stakeholders.
- Represent the Port of Corner Brook on various industry boards and committees.

Human Resources

- Ensure adequate number of staff are hired during the cruise season.
- Ensure that all staff receive an orientation to the cruise program and appropriate training opportunities are provided as required.
- Supervise staff and overall operations during cruise ship visits.

Marketing and Communications

- Represent the Port of Corner Brook at cruise related events to enhance the Corporation's profile and share information on programming.
- Establish good working relationships with cruise line executives, ships agents, itinerary planners, reservation agents, and tour operators.
- Develop and prepare marketing materials as required.

Other Duties

- Maintain and update the Port of Corner Brook's website.
- Monitor and provide regular updates to the Corporation's social media channels.
- Track and monitor various key performance indicators for the Corporation including cargo volumes.
- Prepare PowerPoint presentations and write reports including funding proposals, annual reports, marketing reports, etc.
- Other administrative duties including but not limited to data entry, answering phones, scheduling meetings, organizing files, addressing general inquiries and other duties as required.

Skills, Qualifications and Experience

- Bachelor's degree in business administration, marketing, tourism, or related field.
- Experience in project coordination and/or management.
- Proficient in MS Office and various social media platforms, and familiar with website content management systems such as WordPress.
- Strong verbal and written communication skills and stakeholder engagement.
- Strong attention to detail, prioritization, problem solving and organizational skills.
- Supervisory experience, working with volunteers and/or marketing experience preferred, but not required.
- Ability to take initiative and work independently to complete assignments with minimal direction.

About Corner Brook Port Corporation (CBPC)

Incorporated in 2001, CBPC is an independent, community-based and controlled organization that aims to provide high-quality ocean transportation and distribution services through strategic partnerships and leadership. The Corporation's vision to be a sustainable port creating economic value while connecting Western Newfoundland globally through tourism and trade is achieved through its three lines of business: industrial port operations, real estate and cruise tourism.

TO APPLY:

Please enclose a cover letter, resume and two references.

Mail in or drop-off:

Corner Brook Port Corporation
PO Box 1165
61 Riverside Drive, Suite 201, RA Pollett Building
Corner Brook, NL A2H 6T2

Email:

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DEADLINE: Friday, June 18, 2021