



TOWN OF PRESCOTT
Employment Opportunity
Economic Development & Tourism Associate

A progressive, vibrant community positioned on the majestic St. Lawrence River, at the heart of Eastern Ontario, Canada. The Town of Prescott is a natural choice for business & tourism, boasting immediate access to all major transportation networks, competitive business and development incentives, iconic attractions, and incomparable quality of life. The Town of Prescott is seeking a highly motivated individual with a passion for events and tourism. Under the direction of the Manager of Economic Development & Tourism, the successful applicant will provide supports for tourism and economic development initiatives undertaken by the department. The role focuses on special event and project coordination, marketing supports, and tourism initiatives to advance the Town's strategic goals related to tourism and economic growth.

This is a part-time (21 hour/week) non-union position with the hourly rate range of \$26.89 to \$30.26 with the option to participate in the OMERS pension plan. This position is a new position with the Town of Prescott and may need some evening and weekend work from time to time.

To apply to become part of our team, please submit your resume and cover letter by 4:00 p.m. on Tuesday, April 7th, 2026 to Human Resources by email at hr@prescott.ca.
Posting Number: 02-2026

A general position description follows below.

Closing date: Tuesday, April 7th, 2026, at 4:00 p.m.

We thank all applicants for their interest, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection. Accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process.



Job Description

Position Title:	Economic Development & Tourism Associate
Reports to:	Manager of Economic Development & Tourism
Department:	Economic Development & Tourism
Type:	Part Time, Permanent - Non-Union
Last Revised:	March 2026
Rate of Pay:	\$26.89 - \$30.26 (2026 Rates)

Position Summary

Reporting to the Manager of Economic Development & Tourism, the Economic Development & Tourism Associate supports the planning, coordination, and delivery of initiatives that promote economic activity, tourism, and community engagement in the Town. The role is responsible for assisting with the execution of special events and tourism-related programming, coordinating event logistics and volunteers, supporting marketing and promotional activities, maintaining departmental tools and visitor information resources, and collaborating with internal departments, community organizations, and partners to ensure successful project and event outcomes. The Associate also provides administrative support to the department, monitors program performance and visitor engagement, and helps ensure initiatives are delivered safely, efficiently, and in alignment with municipal policies, service standards, and strategic objectives.

Summary of Key Duties & Responsibilities:

Special Events

- Support the delivery of economic development and tourism events of varying scales, types and locations, including town-led and third-party events.
- Coordinate event logistics including ensuring compliance with municipal, provincial and federal regulations & policies (i.e. staffing/volunteers, use of municipal properties, amenities, utilities).



- Collaborate with and provide direction to event organizers, staff, approval authorities, volunteers, vendors and partners to ensure that events are delivered safely, on budget, in accordance with approved event plans, policies and procedures.
- Assisting with coordinating displays and representing the Town at community events and tradeshows for business, consumer, travel trade, and media events.
- Recruit and coordinate event volunteer requirements.
- Monitoring on-site activities of events and reporting any deficiencies or safety concerns to senior staff to mitigate risk.
- Acquiring necessary event supplies and equipment and coordinating assembly/installation as required.
- Supporting event marketing activities and distributing event promotional signage and print materials.
- Administer event performance measurement tools including attendance tracking, surveys and staff evaluations, to improve future programming.

Economic Development & Tourism Initiatives

- Support the implementation of Economic Development & Tourism projects & programs.
- Assist with updating and maintaining functionality of department tools & technologies (i.e. Economic development/tourism data tools, forms/surveys, visitor tracking, business & available property directories, website, social media platforms).
- Monitor & replenish inventory and refresh merchandise displays at seasonal visitor centre sites.
- Oversee inventory, distribution and restocking of Prescott visitor literature locally/regionally and procuring relevant third-party materials for local distribution.
- Support the development and implementation of tourism visitor packages.
- Support the development and distribution of department marketing & wayfinding materials, in compliance with established best practices.
- Coordinate River Route Transit Service marketing activities.

Administrative Support

- Code and process departmental invoices and assist with purchasing administration and budget tracking.
- Visa statement coding and submission with receipts
- Track, report, and communicate outcomes and progress to the Manager of Economic Development & Tourism.
- Arrange staff training, conference travel, and meeting registrations.



Other Responsibilities

- Maintain effective working relationships with residents, community groups, and internal staff.
- Maintain confidentiality of all information obtained in the course of employment, including personal, sensitive, or proprietary municipal information, in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other applicable legislation; disclose such information only as required to perform official duties or as required by law.
- Undertake other duties as assigned by the Manager of Economic Development & Tourism to support departmental goals and municipal priorities.

Qualifications

- Post-secondary diploma/degree in Event Planning/Management, Tourism, Marketing or related field
- 1-2 years of relevant experience
- Demonstrated ability to utilize effective interpersonal skills, tact, and good judgement working with residents, community groups, all levels of staff, elected officials, and external organizations in a community service environment
- Good oral and written communication skills with proficient use of various office-based software including Microsoft Outlook, Word, and Excel
- Excellent time management, problem solving, and organizational skills.
- Ability to work independently and as part of a small, high performing team.
- Proficient with social media platforms (Facebook/Instagram/Tik Tok).
- Demonstrated ability for Graphic design/Website CMS (InDesign, Publisher, Illustrator, Word Press, Photo Shop, Canva).
- Demonstrated experience in retail operations considered an asset.
- CPR/First Aid, Smart Serve, food-handling certification, or willingness to obtain.
- Ability to work evenings and weekends as required and approved to support events and municipal priorities.

Conditions



- Satisfactory vulnerable sector police check will be a condition of employment
 - Valid "G" License
 - Primary location: Town Hall, 360 Dibble Street W, Prescott
- Standard Work week of 21 Hours, scheduled in consultation with the supervisor and in collaboration with the incumbent to meet both operational and personal needs. Hours may include a combination of days, evenings, and weekends.
- To meet event and departmental needs, some evening and weekend work may be required from time to time
- Travelling and working off-site and as needed for meetings and events