

Job Description – Program Coordinator**Purpose**

The Program Coordinator is responsible for assisting in the development and delivery of the Tourism Excellence North (TEN) training program and providing support for the Workforce Development and Industry Training pillar, working directly with and reporting to the Manager of Workforce Development, and Industry Training.

Position Type

This is a one-year contract position with an option to renew based on performance and budgetary considerations. Successful candidate to reside in Northern Ontario and work from a designated DNO office.

Salary

Competitive salary based on experience and qualifications.

Roles and Responsibilities

Reporting to the Manager of Workforce Development and Industry Training, and working collaboratively with Destination Northern Ontario, the Program Coordinator is responsible for the following roles and responsibilities:

Tourism Excellence North (TEN) Program:

- Assist in the general marketing of the TEN programs through planning, communication, implementation, and data tracking.
- Support TEN program group workshops and trips through planning, coordination, meetings, budgeting, marketing, tracking participation and outcomes, and through in-person logistical support during delivery.
- Support TEN program personalized coaching programs through planning, coordination, budgeting, marketing, and tracking participation and outcomes.
- Support TEN program webinar series through planning, coordination, budgeting, marketing, delivery, and tracking participation and outcomes.
- Support TEN program podcast series through planning, coordination, budgeting, marketing, delivery, and outcomes.
- Represent the TEN program at industry events and on-site meetings, as required.
- Assist in the development, coordination and delivery of meetings and training for TEN Specialists.
- Other duties related to delivery of the TEN training program.

Workforce Development and Industry Training (WDIT):

- Support WDIT pillar reporting through data tracking.
- Participate in Northern Ontario Tourism Summit planning meetings and supporting the event in person.
- Represent the WDIT pillar at in-person events, such as conferences and trade shows, as required.
- Assist in the development of WDIT annual training calendar.
- Travel within Northern Ontario is expected.

Qualifications

- Completion of a post-secondary qualification (degree preferred) in the field of Event Planning/Management, Tourism Management, Hospitality, or another like program.
- Excellent interpersonal, time management, problem solving, and organizational skills.
- Experience marketing, coordinating, and delivering events.
- Experience tracking data, providing reports and feedback.
- Knowledge of Microsoft Office Suite (Outlook, Word, PowerPoint, Excel), Internet applications including Social Media tools, email, and other software programs.
- Previous working experience and knowledge of non-profit sector is considered an asset.

Applications close on September 14th, 2026.

Please submit your application to Gillian at g.mccullough@destinationnorthernontario.ca