

Job Description
Manitoba Hotel Association
Project Coordinator

Job Title: Check In Canada Project Coordinator

Supervisor: Ryan Kirkness, MHA Membership and Corporate Relations Manager

Deadline for Applications: April 2, 2015

Position Description: The MHA, in partnership with the Province of Manitoba, is undertaking an initiative to promote the online accommodation booking site Check In Canada (www.checkincanada.com). The Project Coordinator will support this initiative with the goal of promoting hotel direct room bookings for Manitoba hotels through increased participation in Check In Canada. The Project Coordinator will also work to create greater awareness of other opportunities for hotels in the areas of quality assurance, risk management, accessibility and environmental sustainability.

This is a four-month contract term (with possibility for extension) based out of the MHA office in Winnipeg.

Duties: During this term, the Project Coordinator will work with MHA staff to organize at least four meetings in communities across Manitoba for local hoteliers and community leaders. The purpose of the meetings will be to provide education about Check In Canada as well as the Star Quality rating program, the Green Key program and the Planat program. Following these meetings, the Project Coordinator will schedule one-on-one meetings and inspections with interested properties and help facilitate their enrolment and participation in these programs.

A significant amount of the job will be phoning and corresponding with hotels to promote the above noted programs.

Qualifications: To be successful in this role, the Project Coordinator will be motivated, a self-starter, organized, and possess strong communication skills. Experience in sales is a requirement. Experience working in a hotel setting will be an asset. A background in design or renovation will also be an asset. The Project Coordinator must be available to travel within Manitoba and work some evenings as required.

To Apply or For More Information: Contact Ryan Kirkness, MHA Membership and Corporate Relations Manager, at (204) 942-0671, toll free at 1-888-859-9976 or by email at ryan@manitobahotelassociation.ca.