



Employment Opportunity

Administrative Coordinator (Part-Time)

Whitby Tourism Development Corporation (WTDC)

About the Whitby Tourism Development Corporation

The Whitby Tourism Development Corporation (WTDC) is a non-profit, non-share capital municipal services corporation established to promote and enhance the Town of Whitby as a desirable tourism destination, support the growth of the local tourism industry, and implement the objectives of the Destination Whitby Tourism Strategy and related plans.

Position Overview

Reporting formally to the WTDC Board of Directors, and on a day-to-day basis to the Chair of the Board, the Administrative Coordinator provides part-time administrative, financial, and communications support to the Whitby Tourism Development Corporation. This role plays a key part in supporting effective governance, day-to-day operations, and communications for the organization.

This is a part-time position (approximately 10–15 hours per week) with flexible scheduling. The position is hybrid, with work performed remotely with occasional on-site meetings at Town of Whitby facilities including the Whitby Municipal Building and 312 Colborne Street, as required. The role is suited to a highly organized, self-directed professional who is comfortable working with a Board of Directors and supporting a growing tourism organization.

What You Will Get to Do

Board, Committee, and Governance Support

- Provide administrative support to the WTDC Board of Directors, including scheduling meetings, preparing agendas and meeting materials, and recording and distributing minutes.
- Provide administrative and logistical support to WTDC committees and subcommittees, including the Host in Whitby Grant Program Subcommittee, as well as other committees as established by the Board.
- Maintain Board and committee records, policies, and governance documents in an organized and confidential manner.
- Monitor and manage the WTDC email inbox and respond to routine inquiries or redirect as appropriate.

Administrative and Operational Support

- Provide general administrative support including correspondence, filing (digital and physical), and document preparation. Additionally, develop and manage a document storage system or oversee an online portal to ensure all documentation, including minutes and records, are properly organized and stored for easy access.
- Support the coordination of Board, committee, and stakeholder meetings, workshops, and events, including logistics and follow-up actions.
- Act as a key point of contact between Board and committee members, Town staff, consultants, and external stakeholders.

Financial and Bookkeeping Support

- Provide financial support including payment processing, expense tracking, monthly bank reconciliation, and maintaining financial records.
- Perform basic bookkeeping functions.
- Support preparation of financial reports for the Board and committees, in coordination with the Treasurer and/or external auditors.
- Assist with record-keeping related to Municipal Accommodation Tax (MAT) funding, grant programs, and other tourism-related revenues, as required.

Communications and Marketing Support

- Assist with maintaining and updating WTDC social media channels, including developing social media, website, and other digital content, managing the content

calendar, scheduling posts, monitoring engagement, and providing basic photography and videography support.

- Support website content updates and basic content management, as required.
- Assist with preparing communications materials such as reports, presentations, briefing notes, posters, event materials and grant-related documentation.

Other Duties

- Provide administrative and operational support to special projects, initiatives, and tourism-related activities as assigned by the Board or its committees.
 - Perform other related duties consistent with the role of an Administrative Coordinator supporting a tourism development corporation.
-

Who You Are

You are an organized, detail-oriented professional who enjoys supporting Boards and small organizations. You are comfortable working independently, managing competing priorities, and handling sensitive information with discretion. You bring strong communication skills and a collaborative approach to your work.

You value accountability, professionalism, and community impact, and you have an interest in tourism, economic development, or not-for-profit governance.

What You Bring to Our Team

As the successful candidate, you will possess:

- Post-secondary education in office administration, business administration, accounting, or a related field, or an equivalent combination of education and experience.
- Minimum 2 years of experience in an administrative support role, preferably supporting a Board, committee, senior leadership, or not-for-profit organization.
- Experience with basic bookkeeping and financial record-keeping.
- Strong organizational skills with the ability to manage multiple tasks and deadlines. Strong time management skills and the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office (Outlook, Word, Excel) and familiarity with digital collaboration tools.

- Experience managing or supporting social media platforms and experience with graphic design tools such as Canva is considered an asset.
 - Ability to exercise discretion and maintain confidentiality.
-

Compensation

- **Hourly rate: \$22.50 per hour.**
-

Working Conditions

- Part-time position: approximately 10–15 hours per week.
 - Hybrid work arrangement, with a combination of remote work and on-site work at Town of Whitby facilities including the Whitby Municipal Building and 312 Colborne Street, as required.
 - Flexible scheduling; meetings may occur in-person or virtually.
 - Occasional evening meetings may be required to support Board and committee meetings.
-

We Are an Equal Opportunity Organization

The Whitby Tourism Development Corporation is committed to equity, diversity, and inclusion. We welcome applications from all qualified candidates and are committed to providing accommodations throughout the recruitment process in accordance with applicable legislation.

Personal information is collected in accordance with applicable privacy legislation and will be used solely for recruitment purposes.

How to Apply

Interested candidates are invited to submit their resume by email to: wtdc@whitby.ca

Application deadline: March 31, 2026

We thank all applicants for their interest. Only those selected for an interview will be contacted.