POSITION VACANT - TOURISM WHITSUNDAYS

**Partnership Coordinator**

Permanent full-time position

38 hours per week

Located in Cannonvale, The Whitsundays, Heart of the Great Barrier Reef

Position Description [Partnership Coordinator Position Description](https://tourismwhitsundays.sharepoint.com/%3Ab%3A/g/EWwdw-Zy5ZZGrhUpqSwSwoAB-e53dgyIri8cPwHBLpy7zA?e=uXNcke)

**Overview:**

* Tourism Whitsundays is an industry driven marketing organisation funded by Whitsunday Regional Council, Tourism and Events Queensland and membership from the tourism industry.
* The position is the key point of contact for our valued membership base and will lead the team in the development of our industry.
* This role will assist the marketing team with general tasks, including social media, email communications and event organisation.
* The position reports to the Marketing Manager.
* Key skills required include a high degree of professionalism, a high degree of attention to detail, high-level written and oral communication skills, and the ability to manage workload and conflicting deadlines.

Reporting to the Marketing Manager, the Partnership Coordinator is responsible for liaising with members to provide a growing base of financial support for Tourism Whitsundays while supporting members and acting as a touchpoint for the organisation. The successful candidate will provide updates and recommendations to the management team and contribute to the organisation’s strategic direction. They will also assist the marketing team with general tasks, including social media, email communications and event organisation.

* Provide ongoing support to members and partners and maintain partner relationships
* Plan and execute an innovative strategic management plan to provide value and benefits to members and build their relationship with the organisation
* Facilitate an efficient and successful membership renewal process in conjunction with finance to ensure budgets and targets are met.
* Develop reporting procedures to ensure all departments receive updated information on members' products and services.
* Coordinate Tourism Whitsundays’ monthly networking functions
* Work with the marketing team to deliver timely and effective marketing campaigns and communications
* General administrative duties are required to achieve this position's outcomes and targets.
* The position will be full-time, with hours to be worked between 8:30 am to 5:00 pm Monday to Friday. Some weekends and evenings may be required, including monthly networking nights.

If you are interested in this job, apply by submitting the following Marketing Manager via email at laura.knipe@tourismwhitsundays.com.au

1. Cover letter addressing how your skills meet the 'what you will do' section of the [Partnership Coordinator Position Description](https://tourismwhitsundays.sharepoint.com/%3Ab%3A/g/EWwdw-Zy5ZZGrhUpqSwSwoAB-e53dgyIri8cPwHBLpy7zA?e=uXNcke)
2. Your resume

For further information please phone (07) 4945 3967

Applications close on April 01, 2025