

WE'RE HIRING

WELCOME TO
Penticton

POSITION: OFFICE ADMINISTRATOR

REPORTS TO: EXECUTIVE DIRECTOR, VISIT PENTICTON

Overview

Behind every unforgettable visitor experience is a strong, organized team making it all happen.

The Travel Penticton Society is looking for a detail-driven, collaborative Office Administrator who is excited to support the organization that helps showcase Penticton to the world. If you thrive on organization, love working with numbers and reporting, and enjoy being part of a passionate team, this could be the perfect fit for you.

Reporting directly to the Executive Director, you'll play a key role in keeping our operations running smoothly while supporting our Board, stakeholders, and marketing initiatives.

Why Join Us

- Work at the heart of an organization that helps shape and support the area's visitor economy.
- Gain valuable insight into the tourism industry while contributing to initiatives that showcase our region at its best.
- Collaborate with a passionate, welcoming team of professionals who care deeply about their work and community.

What You'll Do

Keep us on track: Prepare accurate quarterly and annual reports for the City of Penticton, Destination BC, MRDT, and Board of Directors—ensuring everything is delivered on time and reflects our impact.

Track the impact: Compile marketing KPIs, visitor statistics, and financial data to help tell the story of Penticton's tourism success.

Keep operations seamless: Manage payables, receivables, banking, credit card reconciliations, electronic transfers, and invoice generation with precision.

Support strong leadership: Prepare Board meeting agendas, report packages, surveys and AGM materials that keep our governance organized and informed.

Own the details: Ensure all Society documentation including financial, legal, board, and records are kept current, accurate, and are properly filed.

Help shape the future: Assist with the development of the annual Marketing Plan and Budget, and support special projects that help grow Penticton's tourism economy.

Pitch in where needed: Support the Executive Director and team with administrative tasks that keep everything running smoothly.

To apply, please submit your resume and cover letter to Kevin Pearce: employment@visitpenticton.com

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What You Bring

We can teach the duties of this position but we can't teach you to care so please bring a friendly personality, a smile and a passion to make our guests visit to Penticton special.

Detail-oriented confidence: Strong understanding of accounting principles, financial statements, and budget development.

Analytical mindset: Ability to interpret spreadsheets, compile reports, and translate data into meaningful insights.

Tech-savvy skills: Advanced knowledge of Microsoft Office. Experience with CRM systems is beneficial. Familiarity with email marketing platforms and WordPress is an asset. Graphic design experience is a bonus.

Organized and adaptable: Excellent time management, project management, and multitasking abilities in a fast-paced, evolving environment.

Clear communicator: Strong written and verbal communication skills with the ability to collaborate effectively with team members, Board members, and community stakeholders.

Team-focused energy: A positive, supportive attitude and willingness to contribute wherever needed.

Qualifications

- Post-secondary degree or diploma in Administration, Accounting or Project Management
- Minimum 5 years' experience in office management
- Minimum 2 years' experience in the hospitality/tourism sector
- Must be legally entitled to work in Canada

Position Details

Start Date: Flexible

Schedule: Monday to Friday, occasional evenings and weekends

Salary: \$50,000–\$60,000 per year

Benefits: Extended health care

Equal Opportunity Employer: Visit Penticton celebrates diversity and is committed to creating an inclusive environment for all team members.

Application Deadline: Monday, March 30, 2026

If you're looking for an opportunity to play a meaningful role in supporting Penticton's vibrant tourism industry while working alongside a passionate and community-focused team—we'd love to hear from you.

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