

# BERMUDA

## TOURISM AUTHORITY

The Bermuda Tourism Authority (BTA) is the official destination marketing organization of Bermuda. We are a dynamic, independent and entrepreneurial tourism enterprise dedicated to driving Bermuda's evolution as a world-class tourism destination.

The BTA is looking for a **Policy & Project Specialist**.

With responsibilities based in Bermuda and reporting to the Chief Information Officer (CIO) the successful candidate will provide an array of project management and support functions, including policy interpretation.

The Policy & Project Specialist will be responsible for the management of policies and projects within the Business Intelligence & Technology Division including but not limited to PIPA, Superyachts, Cruise Projects and Vacation Rentals. The role encompasses day-to-day management of projects, coordinating with external and internal stakeholders, coordinating meetings and assistance with reporting and presentations as needed.

### **Duties and responsibilities are varied and include:**

- Project Manage the BTA's efforts to be PIPA compliant in line with legislative and regulatory timelines
- Coordinate training for staff
- Review and maintain relevant policies
- Work with internal Departments to maintain data inventories
- Work with HR on updating/implementing company policies pertaining to IT and Privacy
- Coordinate with the Ministry of Transport on cruise policy, maintaining cruise schedules and projected visitor numbers and Economic Impact
- Coordinate with internal departments and Ministry of Tourism on Vacation Rental policy, property registrations, communications and reporting.
- Coordinate with internal departments and Government Departments on Superyacht policy and initiatives as needed.
- Assist the CIO with all Departmental projects – deadlines and deliverables
- Assist with presentations required for the BI&T Department
- Utilize e-platforms such as Simpleview (CRM) and Smartsheet to keep records updated and track projects
- Coordinate meetings with both internal and external stakeholders as required
- Advocate on behalf of the BTA brand with external stakeholders across all communications channels
- Information research and ad hoc duties as needed

### **The successful candidate must possess:**

- Bachelor's Degree in relevant field
- At least one year of experience in a similar role
- Knowledge of Privacy Laws (GDPR & PIPA) preferable
- Experience with CRM systems preferable
- Ability to meet tight deadlines while maintaining a high level of accuracy, professionalism and confidentiality
- Ability to prioritize tasks and multitask
- Is effective in a variety of presentation settings: one-on-one, small and large groups, with peers, managers and outside stakeholders
- Demonstrated proficiency in Microsoft Office – particularly Excel and Power Point
- Demonstrated results both working independently as well as in a team
- Demonstrate a keen understanding of the BTA mission, vision, goals and the National Tourism Plan
- Demonstrated ability to convey a sense of urgency, openness to new ideas, inclusion & diversity, integrity, customer focus, and respect.

We invite you to submit your application online via our Employment Opportunities page at <https://www.gotobermuda.com/bta/employment-opportunities> or send your resume and cover letter to:

Email: [employment@bermudatourism.com](mailto:employment@bermudatourism.com)

Attn: Human Resources

Applications for this position must be received no later than **December 6<sup>th</sup>, 2021**.