



Job Description – Sales and Marketing Coordinator

About Us

Located in the winter wonderland of Revelstoke, British Columbia, Eagle Pass Heliskiing strives to provide remarkable, unparalleled experiences to our guests and staff. We are an efficient team of like-minded individuals found happiest in the mountains, fulfilled by small town living, and are always seeking the next pursuit. We pride ourselves on providing a workplace that is supportive, safe, entrepreneurial in spirit, and most importantly fun.

Job Overview

The Sales and Marketing Coordinator is responsible for assisting in the booking of guest reservations, rebooking of guests, reaching out to new markets, managing social media, and assisting in the execution of the marketing budgets. This role works closely with both the Office Manager and Client Relations Supervisor and reports to the Director of Sales and Marketing to ensure day-to-day accuracy and timely completion of all related tasks.

Employment Details

Type:	Full time, year round
Contract Start Date:	September 8 th , 2026
Contract End Date:	Continuing contract
Reports To:	Director of Sales and Marketing, Office Manager and Client Relations Supervisor
Compensation:	\$57,500 annual salary
Vacation:	2 weeks
Benefits:	EPH staff uniform Extended health benefits Staff Heliskiing (1 day guaranteed, additional days based on performance) Discounts with EPH suppliers and partners Training & education subsidies Paid training, lunch, and breaks.
Work Location:	Primary: EPH Downtown Office, 309 Mackenzie Ave, Revelstoke Secondary: may include Day base and Lodge locations on occasion
Physical Demands:	May require the ability to lift up to 30 lbs

Roles and Responsibilities

EPH bases our roles and responsibilities on the Driver, Authorizer/Accountable, Contributor/Consulted, Informed (DACI) model. The Sales and Marketing Coordinator position would encompass the following roles and responsibilities:



Authorizer/Accountable Responsibilities:

- Completing weekly contact us and guest portal testing
- Coordinate follow up on possible guests
- Management of online availability for all programs
- Customer demographic report
- Updating snow and weather conditions on website

Driver Responsibilities:

- Complete newsletter Leads
- Answering heliski Inquiries – Email, phone & walk-In
- Creating reservations
- Processing deposits and collecting full payments
- Down day conversations with guests
- Refunds – Guest Cancellations, resales and down days
- Rebooking conversations
- Reservation system activity set-up (summer task)
- Marketing budget, analysis & execution
- Management of photos and back up strategy
- Basic updating of website
- Maintaining brand standards
- Trip Advisor review, monitoring and maintaining
- Collateral creation and distribution – rack cards, tipping cards, etc
- Assistance in management of Google Ad campaigns
- Management and content creation for all social media channels
- Assisting in booking of media trips
- Maintaining media kit
- Creation and design of promotional materials
- Creation of promotional videos
- Newsletter creation
- Assisting in management of billboards
- Assisting in the EPH donation program
- Management of staff page on website
- Day-to-day IT issues
- File organization

Contributor/Consulted Responsibilities:

- Handling of guest complaints
- Training and coaching of sales team
- Re-booking guest policy
- Sales policies
- Creation of next season pricing
- General booking terms and conditions policies



- Creation of daily update
- Reservation system errors
- Management of sponsor agreements

To Apply

Please send all resumes to info@eaglepassheli.com. Resumes will be accepted until a successful candidate has been found. Thank you for your interest in working with us, however, only qualified candidates will be contacted for an interview.

Eagle Pass Heli is an equal opportunity employer. We evaluate qualified applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin disability, veteran status, and any other legally protected characteristics.

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