

Kawartha

CHAMBER of COMMERCE & TOURISM

Special Event & Tourism Assistant

Lakefield, Buckhorn & Other Area Communities

Of interest to a personable, organized, self-starter who enjoys meeting people, a variety of tasks and providing excellent customer service in a not-for-profit environment. It is expected that the work week will generally be 30 hours, five days a week, with a start date between mid-May and early June. Saturday and Sunday will be required work days. Indigenous students are encouraged to apply. This position is dependent on funding, requiring the employee to have been registered as a full-time college or university student during the preceding academic year and intending to return to school on a full-time basis during the next academic year. Additionally, the successful candidate must be under 30 years of age when beginning employment. This position will be jointly based in Lakefield and Buckhorn at the Welcome Centre. Travel to other communities may be required. Access to a reliable vehicle is necessary since public transit is not available.

What You Will Do:

- Provide area information, accommodation referrals and directions to tourists
- Maintain inventory of tourism and business resources including a database of accommodation vacancies
- Demonstrate superb communication & customer service skills
- Track statistics for referrals and assistance
- Assist with the planning and implementation of community and special events
- Perform general office tasks including answering the phone, filing, e-mailing, data entry, and word processing
- Set up and staff display at special events
- Responsible for opening & closing office on specified days
- Perform duties in a professional and confidential manner.

What You Will Bring:

- Excellent knowledge of the area is required – especially attractions, special events, accommodation providers, restaurants, and retail locations
- Ability to clearly and concisely give accurate directions
- Strong verbal & written communication skills
- Strong computer skills in a Microsoft environment
- Ability to work independently to achieve day-to-day results
- Demonstrated time management & organizational skills
- Experience planning and implementing special events and community projects is considered an asset
- Experience staffing exhibits is considered an asset
- Post-secondary focus on Event Planning, Marketing & Promotions, Tourism & Hospitality, Communications, Community Development, Fundraising or Business Administration considered an asset.

Qualified applicants are invited to send a **cover letter and resume** by **Friday, April 13th at 4:00 pm** to: generalmanager@KawarthaChamber.ca, indicating the position name in the Subject Line.

We are an equal opportunity employer. Only candidates invited for an interview will be contacted.