



CHAMBER of COMMERCE & TOURISM

Special Event & Tourism Assistant

(Seasonal - 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 and an end date of late August. Saturday and Sunday will be required work days.

This position is dependent on funding, requiring the employee to be between 15 and 30 years of age at the start of employment. Additionally, the successful candidate must have a valid Social Insurance Number and be legally entitled to work in Canada. Youth who self-identify as Indigenous, a visible minority and/or LGBTQ2 are encouraged to apply. Note that it is no longer a requirement to be enrolled as a student.

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 12th 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.