

Marketing & Tourism Assistant (Lakefield)

Of interest to a personable, organized, self-starter who enjoys meeting people, a variety of tasks and providing excellent customer service in a busy, 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. It is expected that this position will be based primarily in Lakefield but travel to other communities may also be required. Access to a reliable vehicle is necessary since public transit is not available.

What You Will Do:

- Act as the lead staff member providing area information, accommodation referrals and directions to tourists
- Demonstrate superb communication & customer service skills
- Assist with a variety of marketing tasks such as writing newsletter articles & blog posts, promoting events, supporting social media activity
- Assist with special event planning
- Track statistics for referrals and assistance
- Maintain inventory of tourism and business resources including a database of accommodation vacancies
- Perform general office tasks including answering the phone, filing, copying, e-mailing, data entry, preparing and sorting mail and word processing
- 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 Microsoft environment
- Ability to work independently to achieve day-to-day results
- Demonstrated time management & organizational skills
- Experience with web maintenance and social media for business purposes is considered an asset
- Experience with special events is considered an asset
- Post-secondary focus on Marketing & Promotions, Communications, Journalism, Community Development, Tourism & Hospitality, Fundraising or Business Administration considered an asset.

Qualified applicants are invited to send a **cover letter and resume** by **Friday, April 13th at 4:00pm** 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.