



# **JOB POSTING #18-19EDT ECONOMIC DEVELOPMENT & TOURISM (1) TOURISM ASSISTANT, SUMMER STUDENTS**

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**Posting Date:** April 5, 2019

Incumbents successful to these positions will staff various tourist booths throughout Elgin County providing tourists with information. Although each Tourism Assistant is responsible for one main location, all Tourism Assistants will be cross-trained to cover hours in at least one other location. Responsibilities will include maintaining inventories of brochures, retaining tourism survey data, updating the Tourism website, database development, promoting Elgin County to the general public and other duties as assigned.

A major part of the Tourism Assistant experience includes operating as a goodwill ambassador for Elgin County. In many cases the Tourism Assistant will be a tourist's first exposure to the area. Visitors from around the world have signed our guest books and experienced our famous tourist attractions. This is an exciting, customer-oriented position that requires an outgoing and self-motivated personality.

**Hours of Work:** Approx. 35 hours per week – hours will vary including weekends

**Effective:** May 16, 2019 to September 2, 2019 (\*\*Subject to Grant Approval\*\*)

**Salary:** Minimum Wage

**Qualifications:**

- Must have own transportation and a valid class 'G' Ontario drivers license.
- Satisfactory Ontario Driver Abstract.
- Experience in computer software including word processing, and excel spreadsheets.
- Pleasant, outgoing with a basic knowledge of Elgin County.
- Good time management, interpersonal, communication and problem solving skills.
- Minimum Grade 12 graduate currently attending post secondary education facility.
- Must be returning to full-time studies in September 2019.
- Preference will be given to residents of Elgin County.
- Ability to work well unsupervised.

**Resume Deadline: Friday, April 19, 2019 at 4:30pm**

To be considered, please submit your cover letter and resume (in **one** PDF or Word document) to [jobs@elgin.ca](mailto:jobs@elgin.ca). **Job Posting number must be indicated in the subject line of your email.** Incorrect information may result in withdrawal of your application. Confirmation will be sent upon receipt of your email application.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.