



Hours of work: Minimum 30 hrs/wk; maximum 40 hrs/wk
Start date: May 6 – May 13, 2019 (TBD)
Job Duration: Maximum up to 17 weeks (TBD) – May 6th, 2019 to August 30th, 2019
Remuneration: \$12.50/hr
Close Date: **Friday April 19th, 2019 @ 4:00 pm**
Work Locations: City of Selkirk Municipal Office, various off-site locations

Tourism Coordinator

Description:

This position will be working for Red River North Tourism which is the region of St Clements, St Andrews and the City of Selkirk. The region is filled with history, heritage sites and much more. This incumbent will be working under the direction of President of RRNT, Membership chairperson and Marketing chairperson. The hours of work are 30-40 hours per week and may include evenings or weekends as determined by the organization. Mileage will be paid for travel to special events and additional travel within the work day if required. Mileage will be calculated at a rate of 48 cents/km.

Responsibilities & Duties:

- Assisting with the planning, preparation and delivery of tourism related activities.
- Communicating with local business owners on RRNT membership packages available to them.
- Tourism in the Red River North Region has a number of different major events, farmers markets etc. that the incumbent would attend to meet tourists to hand out appropriate information from our booth. Most of this work is held on weekends.
- Taking and posting pictures that will be used for the website and social media to promote the region. Photo policy would have to be followed and release forms when needed must be signed.
- The student will be responsible for booking Chuck the Channel Cat mascot to attend major events as required. A list of costume wearers and contracts will be provided.
- To perform other related duties as may be assigned.

Required Education and Training:

- Completion of Grade 12 or equivalent
- Experience working in Tourism, Events, Communications or Marketing would be an asset
- Grant Requirement – should be a current student and returning to school FT in fall of 2019
- Strong Interpersonal and customer service skills
- Strong oral and written communication skills
- Strong organizational and administrative skills
- Valid Manitoba class 5 drivers license & daily access to a vehicle
- Computer experience using Microsoft Word, Excel, Outlook, internet and social media
- WordPress website content management experience an asset but not required
- Basic photography skills and must have a cellphone that can take good quality photos

Comments:

This is a seasonal position. **This opportunity is available due to a grant through the Manitoba Metis Federation and is open to any applicants of Metis, Non-Status or Inuit decent.** Applications will be accepted until Friday April 19th, 2019. Interested individuals should send their cover letter and resume to Teresa at recreation@rmofstandrews.com.

Thank you to all who apply, however, only those candidates selected for interviews will be contacted.