



Hours of work: 35 hrs/wk
Start date: June 8 – August 28, 2020
Job Duration: 12 weeks
Remuneration: \$11.65 - \$12.50/hr – depending on qualifications
Close Date: **Friday May 29th, 2020 @ 4:30 pm**
Work Locations: Various locations which may include: City of Selkirk Municipal Office, RM of St. Andrews Municipal Office (Clandeboyne), St. Andrews Rectory, and others.

Tourism Assistant

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 the Tourism Coordinator, in concert with the President and Secretary of RRNT. The hours of work are 35 hours per week and may include evenings or weekends as determined by the organization. Mileage will be paid for approved travel within the work day if required, at an agreed rate.

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.
- 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.
- Assisting in the development of on-line and virtual tours and other materials for posting on the RRNT web site.
- Assisting with the coordination of other tourism activities and projects as they arise.
- Assisting with research and program preparation for 2021.
- To perform other related duties as may be assigned.

Required Education and Training:

- Grant Requirement – applicants must be students between the ages of 15-30 who attended school full-time during the preceding year and who intend to return to school on a full-time basis in fall 2020 (part-time and distance education students do not qualify)
- Experience in Tourism, Events, Communications or Marketing would be an asset but not required
- Strong Interpersonal, customer service, organizational and administrative skills
- Strong oral and written communication skills
- Valid Manitoba class 5 drivers license & daily access to a vehicle
- Computer experience using Microsoft Word, Excel, Outlook, internet and social media preferred
- 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 May 29th, 2020. 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.