

# ENAADMAAGEHJIK

## OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

### EMPLOYMENT OPPORTUNITY

#### Marketing Coordinator

Post-Secondary

(Subject to funding availability)

The Marketing Coordinator will be responsible for administering social media, updating and creating online content for Wikwemikong Tourism and Point Grondine Park under the guidance of Tourism Manager. The Marketing Coordinator will be responsible for online content development, consumer relations and directing inquiries.

#### DUTIES:

- Promote Wikwemikong Tourism and Point Grondine Park through creative online content via social media channels, website and industry partnerships
- Assist with the development and promotion of Wikwemikong Tourism branded post cards for sale in gift shop and online.
- Update wikytours.com as necessary via content management system including updating gift shop ecommerce.
- Design and capture content via tours, events and Park services for distribution on social media channels.
- Coordinate Familiarization Tours with travel writers, travel trade and industry partners.
- Maintain positive atmosphere online with viewers, clients, associated partners
- Assist with Tourism/Park communications via website and social media
- Google analytics reporting for wikytours.com
- Liaison with relevant industry partners, assist developer with providing pictures media content
- Advising viewers to correct staff for bookings, reservations, and rentals as needed
- Perform other assigned duties as required.

#### Based on the following Qualifications:

- Must be registered to return to an accredited post-secondary institution in the fall of 2024
- Must have relevant employment experience in Marketing, Creative Design, or Film/Photography
- Priority given to registered members of the Wikwemikong Unceded Territory but we encouraged eligible First Nation citizens to apply.
- Must Possess a valid Drivers license
- Must have good verbal and written communication skills to communicate information related to programs, prepare a variety of documents, and respond to public and/or internal inquiries by phone, email, and in-person.
- Excellent analytical, problem-solving, communication and networking skills.
- Ability to organize and set priorities; work independently and contribute to the team dynamics

**Deadline: April 26, 2024**

**Duration: 16 Weeks**

**Please submit cover letter, resume, three recent work-related references, and an up to date criminal reference check (CPIC) to:**



Luke Wassegijig, Tourism Manager  
c/o Enaadmaagehjik  
2102 Wikwemikong Way  
Wikwemikong, Ontario  
P0P 2J0  
lwassegijig@wikydevcom.ca



Point Grondine  
**PARK**