

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Tour Coordinator

(Subject to funding availability)

Enaadmaagehjik is seeking a highly motivated individual to fill the position of Tour Coordinator with Wikwemikong Tourism. The successful candidate will be responsible for coordinating and administering all Wikwemikong Tourism Group Tour and FIT programs. The successful candidate will work under the guidance of the Tourism Coordinator and Tourism Manager.

DUTIES:

- Responsible for coordinating group itineraries for Cruise Ships, School Groups and Motor Coaches for Wikwemikong Tourism and Point Grondine Park.
- Responsible for coordinating all daily Anishinaabe Cultural Experiences
- To provide direction and supervision of Cultural Tour Guides including scheduling and monitoring.
- To network with industry, travel trade and other suppliers to develop new experiential and land-based learning itineraries for Manitoulin Island and Killarney
- Network with local community organizations and schools to implement four season land-based learning programs that promote cultural reclamation and advance local historical knowledge
- To participate in travel trade shows and conferences as required
- To assist with the development of an accredited Cultural Guide Training Program
- To assist with workforce development including training and recruitment for Tour programs
- Provide administrative support to the tourism team
- Research and gather information for future product development for Tour programs
- Network with various business, government, event stakeholders and industry partners
- Assist in coordination of tourism events that are designed at increasing long term visitation and non-resident participation in Cultural Festival, fishing derbies, and arts festival
- To deliver superior customer service
- Perform other assigned duties as required

BASED ON THE FOLLOWING QUALIFICATIONS:

- Combination of work experience and education will be considered
- Preference given to Business, Arts, Marketing, and Hospitality/Tourism Graduates
- Grade 12 diploma or equivalent
- Valid Ontario driver's license with access to transportation
- Flexibility to work long hours with the ability to work evenings and weekends
- Preference given to registered members of Wiikwemkoong Unceded Territory but all First Nation citizens are encouraged to apply.
- Excellent analytical, problem solving, communication and networking skills
- Ability to organize and set priorities; work independently, and contribute to the team dynamics

Duration: Full-time, Contract ending March 2025

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



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