

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Tourism Ambassador/Gift Shop Lead

Post-Secondary Position
(Subject to funding availability)

Wikwemikong Tourism is seeking a highly motivated individual to fill the post-secondary position of Tourism Ambassador/Gift Shop Lead. The successful candidate will work under the guidance of Enaadmaagehjik's Tourism Manager and Tourism Coordinator.

DUTIES:

Responsible for the day-to-day operations at the Wikwemikong Tourism Gift Shop including but not limited to:

- Managing/ordering inventory, pricing, promotions, processing daily sales, processing and managing online inventory and researching new products.
- Provide leadership including scheduling and direct supervision of Tourism Ambassadors/Gift Shop team.
- Responsible for collecting Visitor data via traveler and event surveys.
- To coordinate tourism ambassadors for daily cultural tours and other group tours as required.
- Coordination of tourism related events.
- Promote Wikwemikong Tourism products and services via social media;
- Complete store reporting and summer student evaluations.
- Deliver superior customer service
- Perform other assigned duties as required.

BASED ON THE FOLLOWING QUALIFICATIONS:

- Must be registered to an accredited Post-Secondary Institution and returning to school in the fall of 2024;
- Must be a registered Band Member with WUIR;
- Must be unemployed, in receipt of EI, SA or receiving no income at all;
- Must provide Criminal Reference Check and will be subject to the responsibilities of the position;
- Excellent analytical, problem-solving, communication, and networking skills;
- Ability to organize and set priorities; work independently; and contribute to the team dynamics;
- Preference given to Business, Marketing and Hospitality/Tourism students.

Deadline: April 26, 2024

Duration: 16 Weeks

Remuneration: \$20.00/hr

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



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