

# ENAADMAAGEHJIK

## OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

### EMPLOYMENT OPPORTUNITY

#### Digital Content Creator

#### Post-Secondary

Wikwemikong Tourism is seeking highly motivated individual to fill the role of Digital Content Creator. The Tourism Digital Content Creator will be responsible for administering social media networking accounts and creating content for Wikwemikong Tourism and Point Grondine Park under the guidance of Tourism Manager. The DCC will be responsible for online consumer relations and directing inquiries.

#### DUTIES:

- Promote Wikwemikong Tourism through creative online content (short videos, pictures, written work, etc)
- Maintain positive atmosphere online with viewers, clients, associated partnerships, and every online interaction
- Direct consumers to appropriate Wikwemikong Tourism or Point Grondine Park staff for bookings, rentals, inquiries, and tours
- Assist with event coordination. Design a content plan that follows the tours and events schedule
- Assist with Park/Tourism communications via website and social media
- Coordinate training and supervision of Customer Service Representative
- Viewer data collection from Park/Tourism socials
- Working in compliance with the Occupation Health and Safety Act and its Regulations and any workplace practices as directed by the employer
- Liaison with relevant industry partners, assist developer with providing pictures media content
- Advising viewers to correct staff for bookings, reservations, and rentals as needed
- Assist or manage a live stream if applicable
- Perform other assigned duties as required.

#### QUALIFICATIONS:

- Must be registered to return to an accredited Post-Secondary institution in the fall of 2025
- Must have relevant employment experience in Marketing, Creative Design, or Film/Photography
- 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: Open until filled**

**Remuneration: \$20.00/Hour**

**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  
lwassegijig@wikydevcom.ca

