

# ENAADMAAGEHJIK

## OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

### EMPLOYMENT OPPORTUNITY

#### Tourism Ambassador/Gift Shop Lead

Seasonal 16 Weeks

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 Assistant Manager.

#### 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 have an education background in Marketing, Hospitality and Tourism, and/or Business Administration
- Combination of education and relevant employment experience in Tourism, Marketing, and/or Retail is considered an asset
- Post-secondary students are encouraged to apply
- Open to all registered First Nation members
- Must be unemployed, in receipt of EI, Social Assistance 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;

**Deadline: Open until filled**

**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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