



## **TOURISM ASSISTANT – SUMMER STUDENT EMPLOYMENT**

*The Red River North Region is filled with history, heritage sites, and unique attractions.*

*We are looking for an outgoing and enthusiastic individual who is eager to share information with the public and assist with a variety of events and other tourism related activities.*

As part of a small team, you will work at various locations within Selkirk, St. Andrews, and St. Clements, as well as at home. The hours are a flexible 30-35 hours per week from July 1<sup>st</sup> through September 2<sup>nd</sup> and will include evenings or weekends as determined by activities, generally scheduled in advance. The rate is \$15.30/hour.

### **Responsibilities & Duties may include:**

- Assisting with the preparation and delivery of tourism related activities
- Sharing information with the public at events such as markets, festivals, and other educational programs
- Conducting tours of local sites and attractions
- Communicating with local business owners on RRNT activities
- Collecting event information from area organizations for use on the web site and in social media
- Taking pictures and writing copy that may be used for promotion of the region
- Assisting with maintenance of the on-line photo library
- Updating public information
- Occasional mascot work
- Assisting with research for program preparation
- Assisting with the coordination of other tourism activities and projects as they arise
- Data entry, mailing and contact list maintenance

This is not a routine position. The work is varied and the ability to take initiative is important.

### **If you are:**

- Over 16 and returning to school on a full-time basis in September.
- Organized
- Have strong interpersonal and customer service skills and good oral and written communication skills or previous experience in communicating with the public, events, or leadership
- Have access to a computer and know how to use it (Word, Excel, Google docs, etc.)
- Have basic photography skills and a cellphone or camera that can take good quality photos
- Have a valid drivers license and access to a vehicle

### **This job may be for you!**

Send your cover letter and resume to: [secretary@redrivernorthtourism.com](mailto:secretary@redrivernorthtourism.com) by May 30<sup>th</sup>.