



JOB OPPORTUNITY

Tourism Windsor Essex Pelee Island is the official Destination Marketing Organization (DMO) for the regional tourism industry. We are a not-for-profit organization that is dedicated to promoting and selling Windsor, Essex and Pelee Island as a remarkable destination for tourist, convention goers and business travelers

Title: Visitor Information Specialist
Status: Part-time (up to 24 hours per week)
Salary: \$16.00/hour

Position Purpose: As key front line staff, the Visitor Information Specialist assists Tourism Windsor Essex Pelee Island in promoting the area as a destination for leisure travel. This will be done by providing engaging visitor information services through visitor information centres and community activations by:

- Offering customized travel information, trip planning and visitor services
- Promoting appropriate tourism programs
- Researching information about tourism experiences, events, products and services

Job Requirements - Skills, Knowledge & Experience

- Strong customer service practices
- Computer and internet research skills
- Strong communication, organizational, analytical and interpersonal skills
- Ability to work in a team environment
- Self motivated individual who works well independently
- Flexible schedule – must be able to work on-call during evenings and weekends
- Ability to maintain a positive and professional working relationship with peers, colleagues and customers

Working Conditions

- Visitor service shifts are 7 days per week and hours are varied based on demand
- Extended hours will be available during peak season, events and festivals
- Location will vary depending on season, tourism demand and event needs

Eligibility

- Canadian citizen, or be legally entitled to work in Canada
- Available to work evenings and weekends
- Must possess a valid class “G” driver’s license and has reliable transportation
- Must be able to stand for long periods of time
- Must be able to lift 30+ pounds
- Must provide a police clearance
- Must be fully vaccinated as a condition of employment in accordance with the organization’s COVID-19 Vaccination Policy.

How to Apply

Email your resume and cover letter to hr@tourismwindsoressex.com. Reference the job title in your submission. Due to a high volume of applications, only those selected for an interview will be contacted.