



## JOB OPPORTUNITY

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*Tourism Windsor Essex Pelee Island is the official award-winning and accredited 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:** Summer Events Team Member  
**Status:** May – September, 2023  
**Salary:** \$16.00/ hour

### **Position Purpose**

Reporting to the Manager of Destination Development, assisting 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 various locations and, where permissible, at large-scale events in the Windsor Essex area.

### **Responsibilities**

- Offer customized travel information, trip planning and visitor services
- Promote appropriate tourism programs
- Research information about tourism experiences, products and services

### **Working Conditions**

Working at both bricks-and-mortar visitor centres and outdoor events within the destination, employees need to be available days, evenings, weekends, and holidays.

### **Benefits**

- Onboarding, training sessions, and hands-on experience to succeed in position
- Participation in tourism product familiarization tours either in-person or virtually
- Gain certified customer service and tourism skills through in-person and online training
- Shadow and mentor with experienced Tourism Windsor Essex staff
- Branded apparel provided

### **Job Requirements - Skills, Knowledge & Experience**

- Strong customer service practices
- Computer and internet research skills
- Strong communication, organizational, analytical and interpersonal skills
- Ability to clearly express thoughts, ideas and concepts in English
- Ability to work in a team environment, while also being self motivated and able to work 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



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### Eligibility

- Must be enrolled in a full-time study program, returning to school in the fall
- Canadian citizen, or be legally entitled to work in Canada
- Available to work May to September 2023, with the potential to extend employment beyond this time
- Available to work evenings and weekends, up to 35 hours per week
- Must possess a valid class "G" driver's license and have reliable transportation
- Must be able to stand for long periods of time
- Must be able to lift 30+ pounds

### How to Apply

Email your resume and cover letter to [hr@tourismwindsoressex.com](mailto:hr@tourismwindsoressex.com) by Friday, **March 31, 2023**. Reference the job title in your submission. Due to a high volume of applications, only those selected for an interview will be contacted.

### Disclaimer

The job description above focuses on the general nature of the position. A more detailed schedule of activities, duties and responsibilities required of the staff will be provided once the successful applicant has been onboarded.