

Position Title: Communications & Executive Assistant**Location: On-site****Posting #: 2024-01****Position Summary**

Through effective execution of wide-ranging and multi-faceted administrative duties, this position supports two key areas of our work:

- Executive Office supporting the Chief Executive Officer
- Marketing & Communications Director

The position is full-time and reports to the CEO. As with all roles in our lean organization, it is "matrixed" meaning that although the position is part of the Operations and Administration team, the responsibilities of the role will require you to work closely with the Director of Marketing & Communications.

Principle Responsibilities

1. Provide administrative support to the CEO and leadership team and ensure that Tourism Windsor Essex Pelee Island operations are maintained in an effective, up to date and accurate manner. Main Executive Assistant activities include:

- Prepare correspondence, reports and other documents
- Maintain office files, contracts, manuals and confidential records
- Record and distribute minutes
- Maintain inventory of office and promotional supplies
- Maintain records of Board or Council decisions and resolutions
- Research and assist with the preparation of motions, policies and procedures
- Prepare packages for Board meetings
- Attend Board meetings and record Board minutes
- Front office and financial operations support

2. Communications Team Support

- Tracking expenses and purchases, including receipt reconciliation
- Assist in outreach and communication with stakeholder partners, contest participants and other databases
- Assist in monitoring of media coverage including maintenance of media contact lists
- Work with content team to co-ordinate media writers, videography/photography and fam tour itineraries
- Review and action Tourism Windsor Essex general email accounts
- Assistance for execution of internal and external meetings and events
- Assistance with visitor information for the meeting, groups and sport sectors
- Assist with website content updates as needed

3. Perform other related duties as required

Position Qualifications

- Graduate of a recognized university or college in the field of tourism, hospitality, business administration or communications
- Attention to detail and high level of accuracy
- Computer skills including Microsoft Office Suite
- Strong communication skills in digital, verbal, written and presentation formats.
- Strong organizational and analytical skills and a keen eye for detail are necessary.
- Ability to undertake multiple tasks at one time and to keep appropriate records, files and other materials readily available for utilization.
- Ability to work with people in multiple and varied forms, involving all staff levels, as well as the public, community leaders and others.
- Knowledge of Wordpress an asset
- Ability to work evenings and weekends, as needed.
- Valid G license with reliable vehicle.
- Must provide a Level 1: Criminal Record Check (CRC)

Salary Base: \$45,000 - \$50,000 annually

Interested applications should submit their resume and cover letter referencing: **Posting #2024-01 Communications & Executive Assistant** to hr@tourismwindsorsex.com no later than 4pm on Thursday March 21st, 2024.

Posting date: Thursday February 29th, 2024