



98 Chatham Street East
Windsor, ON N9A 2W1

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Position Title: Summer Events Team Member

Location: On-site

Posting #: 2024-02

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, 2024
Salary: \$17 hour

Position Purpose

Reporting to the Manager of Destination Development, assisting the Tourism Windsor Essex Pelee Island team 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. Ensuring visitors have dynamic travel experiences in our destination is a key component to the position.

Responsibilities

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

Work Environment

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

Tourism Windsor Essex Pelee Island aims to provide an inclusive work environment that is respectful, diverse and equitable.

Opportunities

- 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

- Networking with industry partners
- 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

Eligibility

- Must be enrolled in a full-time study program (at university or college), returning to school in fall 2024
- Canadian citizen, or be legally entitled to work in Canada
- Available to work May to September 2024, with the potential to extend employment beyond this time
- Available to work evenings and weekends, up to 35 hours per week, including some statutory holidays
- Must possess a valid class “G” driver’s license and have reliable transportation
- Must be comfortable with being able to stand often and lift 30+ pounds at a time

How to Apply

Email your resume and cover letter to info@tourismwindsorsex.com by Friday, **March 22, 2024** referencing: **Posting #2024-02 Summer Events Team**. 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.

Posting date: Thursday February 29th, 2024