



SUMMER JOB OPPORTUNITY

Job Title: Visitor Services Officer
Start Date: May 21, 2019 to August 30, 2019
Schedule: 33 – 40 hrs/week, with weekend hours required

Job Description: The Visitor Service Officer assists the Blackfalds & District Chamber of Commerce in operating the Blackfalds Visitor Information Centre, delivering tourism services, coordinating and hosting special events, and with ongoing Chamber of Commerce and municipal Economic Development and Tourism operations and initiatives.

Duties Include:

- welcoming and providing local & regional tourism information to visitors
- creating, updating, and distributing online and print promotional content
- administrative assistance, research and statistical tracking
- organizing and restocking tourism materials
- gift shop / snack sales and cash handling
- photography
- light cleaning as required

Eligibility and Qualifications:

Candidates must meet the eligibility criteria for Canada Summer Jobs - <https://www.canada.ca/en/employment-social-development/news/2018/12/backgrounder-canada-summer-jobs-2019.html> and/or Summer Temporary Employment - <https://www.alberta.ca/step.aspx#toc-5> programs. Ideal candidates include post-secondary students pursuing studies in a related field and/or seeking a career in the cultural, business or tourism sectors.

Strong customer service, communication, and marketing skills, a high comfort level working with the public, proficiency with a variety of computer software including MS Office, and experience managing social media accounts are required.

Knowledge of Blackfalds & area, first aid certification, and a reliable vehicle are assets.

Owing to the historic nature of the Wadey Visitor Information Centre building, access to the second floor and the basement is limited and not wheel chair accessible. The ability to lift and carry various supplies and materials up and down stairwells is required.

Only shortlisted candidates will be contacted for an interview. Applications will be received until the position is filled.

Applicants should submit their cover letter and resume to Economic Development & Tourism at economicdevelopment@blackfalds.com or P.O. Box 220, Blackfalds AB T0M 0J0.

We thank all interested applicants!

Blackfalds & District Chamber of Commerce

P.O. Box 249

4400 South St, Blackfalds AB, T0M 0J0

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