

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

Employment Opportunity Visitor Experience Coordinator Post-Secondary Position (Subject to funding availability)

Enaadmaagejik is seeking a highly motivated individual to fill the position of Visitor Experience Coordinator with the Point Grondine Park. The Visitor Experience Coordinator (VEC) will be responsible for administering and coordinating all Point Grondine Park bookings including campground and eco cabin, backcountry/day use permitting, map sales, canoe rentals and tour sales.

DUTIES:

- Coordinate guest reservations, guest orientation/trip planning, customer inquiries and customer satisfaction surveys.
- Responsible for administering campground/eco cabin reservations, day use permitting, map sales, canoe rentals, and merchandise sales
- Coordinate Land-based learning and experiential tour programs in collaboration with travel trade and industry partners.
- Strengthen partnerships with industry, travel trade and government.
- Assist with updating Park communications via website and social media including content development and promotional campaigns
- Content development for travel blogs and stories for Point Grondine Park
- To update and strengthen online profiles and communication with industry partners.
- Coordinate Product Development initiatives to enhance and develop cultural tours for Groups and FITS
- To work with the park Guardian team on campground and eco cabin maintenance objectives
- Maintain a clean and professional work environment and deliver superior customer service
- Working in compliance with the Occupation Health and Safety Act and its Regulations and any workplace practices as directed by the employer
- Perform other assigned duties as required.

Based on the following Qualifications:

- Must be a registered post secondary student returning to school in the fall of 2024
- Must be a registered member of the Wiikwemkoong Unceded Territory
- Must be available to work some evenings and weekends.
- Employment experience in the hospitality industry and or Parks considered an asset
- Proficiency in Social Media platforms
- Proficiency in design and publishing software
- Valid Ontario driver's license and ability to travel
- Must have good verbal and written communication skills
- Excellent analytical, problem-solving, communication and networking skills.
- Ability to organize and set priorities; work independently and contribute to the team dynamics

Deadline: April 26 2024

Contract Term: 16 Weeks

Wage/Salary- \$20/Hour

All applicants must submit cover letter, resume and three recent work-related references to:



Point Grondine
PARK

Visitor Experience Coordinator-Point Grondine Park

C/O Luke Wassegijig- Tourism Manager

2102 Wikwemikong Way

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