

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Marketing & Events Coordinator

SEASONAL CONTRACT

(Subject to funding availability)

The Marketing Coordinator will be responsible for coordinating tourism events and administering social media, updating and creating online content for Wikwemikong Tourism under the guidance of Tourism Manager.

DUTIES:

- To assist with coordination of tourism events including but not limited to Anishnaabe Giizhgad, WAMF, WACF and other related events
- Promote Wikwemikong Tourism through creative online content via social media channels, website and industry partnerships
- Assist with the development and promotion of Wikwemikong Tourism branded post cards for sale in gift shop and online.
- Update wikytours.com as necessary via content management system including updating gift shop ecommerce.
- Design and capture content via tours, events and Park services for distribution on social media channels.
- Coordinate Familiarization Tours with travel writers, travel trade and industry partners.
- Maintain positive atmosphere online with viewers, clients, associated partners
- Assist with Tourism/Park communications via website and social media
- Google analytics reporting for wikytours.com
- Liaison with relevant industry partners, assist developer with providing pictures media content
- Advising viewers to correct staff for bookings, reservations, and rentals as needed
- Perform other assigned duties as required.

BASED ON THE FOLLOWING QUALIFICATIONS

- Education background in Marketing, Hospitality and Tourism, and/or Business Administration is considered an asset
- Combination of education and relevant employment experience in Marketing, Creative Design, or Film/Photography will be considered
- Post-secondary students are encouraged to apply
- Open to all registered First Nation members
- Must Possess a valid Drivers license
- Must have good verbal and written communication skills to communicate information related to programs, prepare a variety of documents, and respond to public and/or internal inquiries by phone, email, and in-person.
- Excellent analytical, problem-solving, communication and networking skills.
- Ability to organize and set priorities; work independently and contribute to the team dynamics

Deadline: Open until filled

Please submit cover letter, resume, three recent work-related references, and an up to date criminal reference check (CPIC) to:



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