



Our Mission: Is to enhance the image and economy of the region by providing excellent tourism services. Through partnerships, we will develop, market and promote our destination in cooperation with a united tourism industry.

Tourism Windsor Essex Pelee Island (TWEPI) is now accepting resumes for the following Position:

Job Title: Visitor Information Specialist

Job schedule: Part time flexible work schedule - 12 - 26 hours a week including various day, evening and weekend shifts.

Position Summary:

As a member of the team you will be required to market our region and the tourism industries, and through researching information, will assist in the planning and developing of customized travel itineraries. You will be responsible for marketing/promotional/sales activities within your location as assigned. In addition you will be required to maintain reference files, inventory stocking of all brochures/pamphlets and perform deliveries to stakeholders with a company vehicle. You will be responsible for assisting TWEPI staff with information research, data collection and entry, website updates and administrative duties as assigned.

Job Qualifications:

- Advanced oral/written communication skills
- Prior experience and/or education in Tourism
- Consultation, listening and interpersonal skills
- Advanced computer skills, including Microsoft Office Suite, Database, and web content management
- Strong analytical, organizational, and interpersonal skills, with a customer service focus.
- Ability to function independently and as part of a team
- Ability to work "on call" on evenings/weekends on a rotation basis
- Possess a valid "G" class driver's license and be able to provide a clean-drivers abstract

All interested applicants are to submit a resume by April 22 at 4:30 PM to:

Vice-President of Tourism Programs & Development
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