



Our Mission: We are a tourism industry collaborative committed to enhancing the region's economy and quality of life through:

- Supporting industry development and individual operators*
- Effectively marketing our destination*
- Actively facilitating partner engagement*

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

Job Title: Communications and Executive Assistant

Job Status: Full-time

Position Summary

Through effective execution of wide-ranging and multi-faceted administrative duties, this position supports two key areas of our work: 1) Communications, Engagement, and Policy and 2) Administration. The position is full-time and reports to the CEO. As with all roles in our lean organization, it is "matrixed" meaning that although the position is part of the Operations and Administration team, the responsibilities of the role will require you to work closely with the communications division.

Job Duties:

1. Provide administrative support to the CEO and leadership team and ensure that TWEPI operations are maintained in an effective, up to date and accurate manner.

Main Executive Assistant Activities:

- Prepare correspondence, reports and other documents
- Maintain office files, contracts and confidential records
- Record and distribute minutes
- Maintain inventory of promotional items
- Maintain records of Board or Council decisions and resolutions
- Research and assist with the preparation of motions, policies and procedures
- Prepare agendas and packages for Board meetings
- Attend Board meetings and record Board minutes
- Front office and cash operations support

2. Communications and Engagement Team Support

- Compile, manage and distribute all electronic newsletters and mass emails for stakeholder and consumer engagement
- Keep current media list, prepare and circulate releases and advisories
- Work with Program and Product Development Division to co-ordinate media writers and blogger visits
- Review and action TWEPI info email account
- Assist with website content updates
- Assist with the creation and scheduling of social media content

3. Perform other related duties as required

Job Qualifications:

The incumbent must have proficiency in the following areas:

- Graduate of a recognized university or college in the field of tourism, hospitality, business administration or communications
- Excellent interpersonal skills
- Effective verbal and oral communications skills
- Attention to detail and high level of accuracy
- Computer skills including the ability to create presentations
- Knowledge of Social Media Scheduling
- Knowledge of WordPress

All interested applicants are to submit a resume by end of day **Wednesday, May 2nd, 2018** to:

Chief Executive Officer
Tourism Windsor Essex Pelee Island
info@tourismwindsorsex.com
333 Riverside Dr., West Suite 103, Windsor ON N9A 7C5
www.visitwindsorsex.com

While *Tourism Windsor Essex Pelee Island* appreciates all interested parties, only those applicants selected for an interview will be contacted.