

**Position Title: Visitor Information Specialist**

**Part Time (Up to 24 Hours A Week)**

**Location: On-site**

**Posting #: 2022-01**

### **Position Summary**

Assist Tourism Windsor Essex Pelee Island in promoting the area as a destination for leisure travel. This will be done by providing engaging visitor information services through various locations and where permissible, at community events in the Windsor Essex area.

### **Principle Responsibilities**

- Offer customized travel information, trip planning and visitor services
- Promote appropriate tourism programs
- Research information about tourism experiences, events, products and services

### **Position Qualifications**

- Strong customer service practices
- Computer and internet research skills
- Strong communication, organizational, analytical and interpersonal skills
- Ability to work in a team environment
- Self motivated individual who works well independently
- Flexible schedule – must be able to work on-call during evenings and weekends
- Ability to maintain a positive and professional working relationship with peers, colleagues and customers

### **Eligibility**

- Canadian citizen, or be legally entitled to work in Canada
- Available to work evenings and weekends
- Must be able to stand for long periods of time
- Must be able to lift 30+ pounds
- Valid G license with reliable vehicle.
- Computer skills, including Microsoft Office.
- Must provide a Level 1: Criminal Record Check (CRC)
- Must be fully vaccinated against COVID-19 as a condition of employment

**Hourly rate of pay: \$15.00 - \$16.00**

Interested applications should submit their resume and cover letter **referencing: Posting #2022-01 – Visitor Information Specialist** to [hr@tourismwindsorsex.com](mailto:hr@tourismwindsorsex.com) no later than 4:00pm on Friday, March 25<sup>th</sup>, 2022.

*Posting date: Monday February 28<sup>th</sup>, 2022.*