



TOURISM AND COMMUNICATIONS ASSISTANT SUMMER STUDENT POSITION

Welcome to Arran-Elderslie! Rolling hills, rivers, streams, agricultural land and small communities make up the landscape of our Municipality. The small-town safety, healthy lifestyle, rural living, proximity to career opportunities as well as welcoming residents makes Arran-Elderslie a great place to live. Arran-Elderslie is located in Bruce County and is home to approximately 7,000 residents and includes communities of Tara, Chesley and Paisley.

The Municipality of Arran-Elderslie invites qualified applicants for the position of Tourism and Communications Assistant. Reporting to the Economic Development & Communications Coordinator and/or the Manager of Facilities, Parks & Recreation, the Tourism and Communications Assistant will provide customer service and participate in marketing and communications, graphic design, some photography, telephone, website and social media work, and perform other duties as assigned.

GENERAL DUTIES

- Represent the Municipality in community engagement initiatives and events.
- Assist in the development and implementation of tourism and heritage projects and programs.
- Create promotional and marketing communications material including, posters, brochures, and social media.
- Develop and curate engaging content for the Municipality's tourism social media platforms.
- Develop and write stories from our region to share on our social media channels, website, and local newspaper
- Create and publish engaging digital content. Ensure all content is accurate and consistent.
- Assist with general operations at the Treasure Chest Museum including tours, research and programs.
- Perform administrative tasks as required.

KNOWLEDGE/QUALIFICATIONS

- Minimum sixteen (16) years of age.
- Currently enrolled in highschool or college/university program.
- Valid Class G driver's license and clean abstract is an asset
- Ability to work independently and have an interest in history and possess general knowledge of services available in Arran-Elderslie.
- A working understanding of the standard Microsoft Office suite of programs, and social networking applications.
- Experience with or aptitude for graphic design
- Pleasant, professional yet friendly and out-going manner are key to success in this position.
- Familiar with WHMIS regulations, Occupational Health and Safety Act.
- Possess Criminal Reference Check with results satisfactory to the Municipality of Arran-Elderslie.

If you are looking for an opportunity, please submit your resume and cover letter in confidence to the undersigned by February 3, 2025 at 12:00 p.m. via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Salary - \$18.45/hr.to \$18.95/hr.

Subject: **Tourism and Communications Assistant**

Human Resources
1925 Bruce Road 10, Box 70
Chesley, ON N0G 1L0
(519) 363.3039
hr@arran-elderslie.ca

A copy of the job description is available by visiting
www.arran-elderslie.ca/careers.