



Tourism Services Summer Student POSTING No. 201927

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community. The Town of Halton Hills is committed to implementing an innovative and comprehensive Tourism portfolio to maximize economic benefits, build upon existing strategies, and leverage the Town's distinctive rural resources, events and attractions.

Under the supervision of the Economic Development & Tourism Coordinator, this position will assist with the implementation and administration of tourism projects ensuring that all initiatives operate smoothly, efficiently and generate maximum tourism and economic benefits.

This position is made possible with the support of the **Summer Experience Program**. Applicant requirements for this program are below.

Accountabilities:

- Supporting the launch of a new Tourism Ambassador program
- Attending local festivals and events, with the volunteer Tourism Ambassadors, to promote the Town as a unique tourism destination for festivals and events, cultural activities, nature-based/agricultural experiences, etc.
- Helping to provide volunteers with the tools/information they need to make every visitor's experience a truly extraordinary one
- Raising the profile of the Town's tourism sector by supporting local festival and event organizers with the marketing of their events
- Collecting local economic development/tourism data at festivals and events
- Assisting with data analysis to increase the Town's ability to identify trends, undertake evidence-based planning, measure economic performance, and guide local committees/organizations to help them achieve a higher level of success
- Assisting with advertising/marketing/promotional campaigns that promote the Town's tourism sector
- Creating new/updated content for the Town's tourism website (VisitHaltonHills.ca) and tourism based social media channels (Facebook, Twitter, Instagram)
- Participating on the Town's new Tourism Advisory Committee (as required)

- Interacting with volunteers, residents, and representatives of local arts, cultural and tourism organizations/businesses to inform them of opportunities for participation
- Assisting with the development of the Town's Tourism database
- Completing other duties as required to support the development of the Tourism Ambassador Program

Depending on student interests and goals, additional work opportunities may be available within the Tourism portfolio.

You possess:

- Excellent customer service skills and superior communication skills
- Strong attention to detail, organizational and prioritization skills
- Knowledge of Microsoft Office including Excel, Word and Outlook
- Experience in tourism destination marketing, communications, graphic design, and/or geomatic software would be an asset
- Must possess and maintain a Driver's License valid in the Province of Ontario
- Must have access to a personal vehicle for use on the job

In addition to these qualifications, the candidate must meet the following criteria required for this gran-funded placement:

- Between 15 and 24 years of age (inclusive) at the start of employment;
- A recent graduate (within 6 months) or currently enrolled as a full or part-time student at a post-secondary institution;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with the relevant provincial or territorial legislation and regulations.

Compensation: The rate for this position is \$15.17 - \$16.30 per hour.

Notes: Position to start in June 2019 (exact date to be determined with successful candidate). The successful candidate must be available to work weekend and/or evening events as required.

Application: Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., June 7, 2019. Please quote Posting No. 201927 on your cover letter. Please apply using only **one** method of application below.

Email: humanresources@haltonhills.ca (preferred)

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201927

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

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