



Town of Nipawin, Tourism/Visitor Centre Student (2)

Reporting to the General Manager of Community Services under the direct Supervision of the Marketing & Tourism Coordinator, the Tourism Student will perform duties as required in the following areas:

1. Greet and assist all visitors at the Visitor Centre, providing accurate information
2. Review publications for upcoming events and news of interest to visitors
3. Research community information of interest to visitors
4. Update files, reference materials and other office duties as needed
5. Promote local tourism businesses, products, services, and events
6. Attend local events, tradeshow and markets representing the Town
7. Record and enter data using forms and spreadsheets
8. Capture and edit images and videos for marketing promotions
9. Maintaining and developing content for Nipawin's Tourism social media platforms and website pages
10. Assist the Marketing & Tourism Coordinator as required
11. Other Duties as assigned

These positions are open to current post-secondary students who are registered to return to school full-time in the fall and eligible to be hired under government student grants.

WAGES: \$17.53-\$18.36

WORK DAYS: Shift work including days, evenings and weekends. Some Travel required.

DRIVER'S LICENCE: Must have current Class 5 Driver's License

CHECK: The successful candidate will be required to complete a Police Record Check prior to commencement of employment.

SUBMISSION OF APPLICATIONS/RESUMES

Applications/Resumes for all of the positions described above will be accepted by the undersigned up to **Friday, March 31, 2023**. (Only those considered for employment will be contacted).

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