



## JOB POSTING

**Title:** Tourism Coordinator Trainee  
**Reports to:** Economic Development Officer  
**Terms:** HAAMB Contract (up to March 31, 2023)  
**Hours:** 35 hours per week  
**Salary:** \$17.00/hour  
**Location:** Economic Development Department

**Job Summary:** Reporting to the Economic Development Officer, the Tourism Coordinator Trainee will assist the department in organizing, developing and implementing various tourism-based projects and programs. This includes current programs and projects, expanding tourism experiences as well as promoting Saugeen First Nation as a vibrant tourism location that supports local business development and overall community economic growth.

### **Duties:**

- Engaging with Chief & Council, Senior Administration, SFN Departments, and Community Stakeholders
- Organizing and coordinating facilitated meetings and other tourism training opportunities
- Assist with Tourism Product Development and Community Marketing Strategies
- Assist with the development of community tourism strategy
- Assist with on-going tourism programs and projects
- Assist with tourism related and special event bookings
- Development of community surveys, focus group meetings, and one on one interviews
- Assist with funding proposals for the various tourism projects in Saugeen
- Other duties as required

### **Qualifications:**

- O.S.S.D. or G.E.D. Equivalency
- Post-secondary studies in Travel & Tourism, Marketing or any related field is an asset
- Experience in Travel, Tourism, or Marketing is preferred
- Valid Class 'G' Driver's License
- Access to own vehicle

### **Applicant MUST Include:**

- Cover letter and resume
- Three letters of reference (one must be current or most recent employer)

**DEADLINE DATE: Friday, June 24<sup>th</sup>, 2022 @ 4:00 p.m.**  
**(\*No Late Applications Accepted\*)**

**Only qualified applicants will be contacted for an interview**  
**Qualified Saugeen First Nation members will be given priority**

**Successful candidate will be asked to provide a current Criminal Record Check**  
**including Vulnerable Sector Screening as a condition of employment**

### **Applications will be received:**

**Office:** Human Resources Dept, (519) 797-1224, Extension 1110  
**By E-Mail:** [tina.jacobs@saugeen.org](mailto:tina.jacobs@saugeen.org)  
**By Mail:** HR Dept, 6 Cameron Drive, Southampton, ON N0H 2L0