

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following summer student vacancy:

Student Assistant, Tourism

- Contract, full-time
- April 29th to August 30th, 2019
- 35 hours per week

Reporting to the Tourism Coordinator, you will utilize your strong organizational, time management, research and fact checking skills to assist with updating tourism databases, brochures and other tourism marketing collateral. You will assist with communication with businesses, organizations and the general public along with other administrative duties.

Qualifications & skills:

- Related post-secondary education is preferred
- Communication and marketing skills are considered an asset.
- You have strong verbal and written communication skills, and are able to work independently
- You must be proficient in Microsoft Office including Excel
- You are familiar with Northumberland County's attractions and tourism experiences.

You must be a fully licensed Class G driver, and have appropriate safety footwear. An acceptable driver's abstract (3-year uncertified driver's record) must be submitted with your application. **Resumes submitted without an acceptable driver's abstract will not be reviewed.** First Aid/CPR training is considered an asset.

The successful candidate will be required to submit a satisfactory Police Record check prior to the commencement of employment.

A student is defined as a person between the ages of 15-30 at the start of the employment; registered as a full-time student in the previous academic year (2018/2019), and intends to return to school on a full-time basis in the next academic year (2019/2020). As a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, you are legally entitled to work in Canada. You must be available to work from April 29th to August 30th.

We thank all applicants for their interest, however, only those selected for an interview will be notified. If you wish to apply for more than one job, please apply to each position individually.

When emailing your application, please ensure your up-to-date cover letter, résumé and driver's abstract are submitted as a single document in Microsoft Word (.doc) or Adobe PDF (.pdf) format. Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, January 25th, 2019** to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6

Email: hr@northumberlandcounty.ca

Subject line: Student Assistant, Tourism

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberlandcounty.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.