



Employment Opportunity

Tourism & Social Media Assistant Summer Student Position

Bilingual Summer Student 16 Week Contract Position (May 4th – August 31st)

Overview:

The Tourism & Social Media Assistant will be based out of the Visitor Centre (10 King Street, East) where they will assist with the day-to-day operations, providing advice to tourists regarding the regional attractions, special events, accommodations and businesses. They will also have the opportunity to create high quality social media content showcasing businesses, events, and attractions promoting our region.

Qualifications:

- Must be currently enrolled in secondary or postsecondary education
- Passion for social media, content creation, and storytelling
- Strong communication skills and a friendly, welcoming attitude
- Familiarity with Gananoque and the 1000 Islands (or a willingness to learn!)
- Detail oriented with excellent research and organizational skills
- Must be familiar with social media platforms
- Strong work ethic
- Ability to work independently and as part of a team.
- Excellent Customer Service Skills
- Must be fluent in English and French

Work Environment:

- The workweek is to be determined (up to 40 hours a week)
- Evening and weekend work is required
- Working as a team, multi-tasking and working in a busy environment
- Work in the office and travel to attractions, events and businesses throughout Gananoque and the Township of Leeds and the Thousand Islands

The starting wage for this position is minimum wage \$17.60/hr. Applications must clearly indicate "Tourism & Social Media Assistant." Interested applicants should apply in confidence no later than: **Friday, March 20th, 2026 at 4:00 P.M.** to the attention of:

Human Resources, Town of Gananoque, 30 King Street East, Gananoque Ontario, K7G 1E9
Phone: 613-382-2149 or Email: hr@gananoque.ca

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected and will be only used for the purpose of the candidate selection. The Town will provide accommodation for individuals with accessibility needs.