



Employment Opportunity Tourism Event Coordinator Student Position

Bilingual Summer Student 8 Week Contract Position (June 1st – August 2nd)

Overview:

The Tourism Event Coordinator will assist with the organizing and facilitating of summer events through the Visitor Centre, located at 10 King Street East. The successful candidate will support the planning, coordination, and delivery of tourism and community events, while also providing operational support at the Gananoque & 1000 Islands Visitor Centre as required.

Qualifications:

- Currently enrolled in secondary or post-secondary program in tourism, event management, marketing, communications, or a related field
- Strong organizational and time-management skills with attention to detail
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a team in a fast-paced environment
- Demonstrated customer service experience is an asset
- Flexibility to work evenings and weekends as required for events
- Proficiency with Microsoft Office and/or Google Workspace is an asset
- Bilingualism (English/French) is considered an asset

Work Environment:

- The workweek is to be determined (up to 40 hours a week)
- Evening and weekend work is required
- This position requires a person who can work as part of a team and independently, multi-task and work in a busy, sometimes busy, environment
- Must be able to provide customer service to the public in a friendly, respectful and helpful manner on a regular basis while carrying out related tasks.

The starting wage for this position is minimum wage \$17.20/hr. Applications must clearly indicate Tourism Information Officer. Interested applicants should apply in confidence no later than: **Friday, March 20, 2026 at 4:00 P.M.** to the attention of:

Human Resources, Town of Gananoque, 30 King Street East, Gananoque ON, 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.