



TEWATOHNHI'SAKTHA



Employment Opportunity Tours and Events Coordinator

Tewatohnhi'saktha is looking for an experienced, reliable, and task-oriented Tours and Events Coordinator to work with the Tourism Development Agent and other members of the Marketing and Tourism team. This is an exciting role for a talented self-starter who enjoys working on a variety of tasks related to planning, coordinating, and managing tours and events. It is an excellent opportunity to join a growing organization with a great employee total rewards package.

At present, this role is mostly work from home, but after the pandemic, there may be flexibility for a few days a week at home and the rest in the office.

KEY KNOWLEDGE/SKILLS/ABILITIES: *(include but not limited to):* General knowledge of Kahnawà:ke's geography, history, attractions, and facilities. Excellent interpersonal and customer service skills, courteous, enjoys working with the public. Good listening and questioning skills. Ability to write proposals and reports. Good presentation skills. Excellent negotiation skills. Analytical and decision-making skills. Time management and priority management skills. Ability to manage small projects. Penchant for detail and thoroughness in completing work tasks. Strong network and interpersonal skills with the ability to interface and develop rapport with cross-functional teams as well as with media providers. Experience conducting polls and surveys. Proficiency in Internet Explorer and all Microsoft Office applications (Word, Excel, Power Point, Publisher, Teams and Outlook). Ability to use social media for promotion purposes. Excellent verbal and written communications skills in English, including proper grammar, syntax, punctuation, and style. Intermediate verbal and written communication skills in French. Willingness to take French language courses, if necessary. Willingness to speak and/or learn Kanien'kéha.

JOB RESPONSIBILITIES: *(include but not limited to)*

1. Assisting the Tourism Development Agent with the administration and business operations of the Kahnawà:ke Welcome Center (KWC)
2. Administering the implementation of Guided Tours, both in-person and virtual.
3. Administering the planning, coordination, and operations of special events both in-person and virtual.
4. Assisting the Tourism Development Agent with the implementation of the Tourism Strategy.

For a full description of the knowledge, skills, abilities, and responsibilities, please consult the complete job description at www.tewa.ca/jobs

Duration: Indeterminate term (with a 6-month probationary period)

Salary: Starting salary is \$45,824.00 per annum

Work schedule: A normal work week is 5-days; 37.5 hours however flexibility is required to accommodate occasional evening and weekend work.

Education and Experience:

Undergraduate degree in Business Administration, Special Events Planning, Leisure & Recreation, Tourism, Public Relations, Marketing, or other related fields plus two (2) years of relevant experience.

Candidates may also be considered with: Post-Secondary education in Event Management, Tourism, Marketing, Communications, Business, or other related fields plus five (5) years of relevant experience.

Application Deadline: Friday, June 11, 2021 at 4pm

To apply for this position, you must provide a complete Application Package which includes:

1. Your Résumé and Letter of Intent
2. A completed Privacy Waiver along with a copy of a valid government issued photo I.D.
(Contact our reception desk for a copy of the waiver form or download a copy from www.tewa.ca/jobs)
3. The contact information for two (2) recent professional references

Application documents can be mailed or emailed to Nancy Stacey, Director of Human Resources at nancy.stacey@kedc.biz

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