

CITY OF CORNER BROOK CAREER OPPORTUNITY

Tourism Intern (Summer Student, Approximately 10 weeks)

The City of Corner Brook is presently accepting applications for the position of **Tourism Intern** with the department of Community, Engineering, Development and Planning.

The City is seeking a highly energetic and enthusiastic individual to assist the City Tourism Coordinator in developing tourism products and events for community outreach. Responsibilities include providing outstanding customer service and organizing memorable experiences that meet high quality guest expectations. The successful candidate will assist with planning events involving the Mill Whistler street train, as well as assist with other tourism and community services projects.

Duties and Responsibilities shall include, but not be limited to:

- Event planning, scheduling, and creating and maintaining itineraries
- Liaising with clients to identify their needs and to ensure customer satisfaction
- Conducting market research, gathering information and providing feedback on tourism related products
- Updating Social Media with Tourism related information
- Organizing facilities and managing details including location, invitee list, special guests, equipment, and promotional material
- Ensuring compliance with insurance, legal, health and safety obligations along with City bylaws and regulations

The ideal candidate should possess experience as an Events Planner or be a Student in a field of study related to the position. The successful candidate must be capable of working alone as well as part of a team. Excellent time management and communication skills are required.

HOURS OF WORK: Monday to Friday, 8:30am – 4:30pm; however, must be available to work evenings and/or weekends as required with advanced notice.

SALARY RANGE (2011): \$15/hr

COMPETITION NO: 2021-20

CLOSING DATE: Resume review will commence Friday, May 21st and will continue until a suitable candidate has been hired.

Please submit résumés, **giving complete details of qualifications** to Human Resources Office, via email: careers@cornerbrook.com

The city of Corner Brook thanks all those who apply however, only those selected for an interview will be contacted.