



Representing Business. Celebrating Business People. Since 1905

The Prince Edward County Chamber of Commerce is currently seeking applications from qualified candidates interested in the position of

Tourism Information Officer, Summer Student Position, 2021 Season

The Prince Edward County Chamber of Commerce is the trusted advocate and tireless champion for local businesses. With a long-standing reputation for excellence and leadership, the PEC Chamber continuously generates opportunities to connect people by bringing life to business. Doing so provides a vehicle for success for our members and the future of The County's business community.

Position Description

Title: Tourism Information Officer

Reports to: Executive Director

Location: Prince Edward County Chamber of Commerce, 206 Main Street, Picton Ontario

Direct Reports: 1

Duration: Full-Time, 8-week, contract position

The PEC Chamber seeks an individual for the Canada Summer Jobs position of Tourism Information Officer for the Summer 2021 season. This position requires an ambitious and energetic person:

- To be a tourism ambassador to visitors, tourists and locals looking for information about the County, its businesses, events and attractions.
- To offer recommendations and referrals to local businesses, cultural, historical and artistic events and attractions as requested by visitors.
- To distribute visitor information about Prince Edward County to regional organizations upon request, via email, through the post or by telephone.
- To keep track of visitors and their requests either in person, by phone or email to keep statistics and analyse the growth of business in Prince Edward County.
- Other business development activities and duties as assigned.

Preferred candidates will have the ability to communicate efficiently and professionally. They will work well with a team to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts, and complete other activities at the PEC Chamber. Digital skills are an asset as they are needed to understand and use systems, tools, and applications, and to process information.

The selected candidate will work with our highly dedicated, professional staff and volunteer base, excellent communication skills and an engaging interpersonal style to carry out the objectives of The PEC Chamber.

APPLICATION PROCESS:

Expressions of interest including career profiles should be sent confidentially to lesley@pecchamber.com

Information provided by or about candidates for these positions will be used only for candidate selection. We thank each applicant for taking the time and effort to respond; however only candidates to be interviewed will be contacted.