

# Culture Coordinator



**Date:** January 30, 2019  
**Position Title:** Culture Coordinator  
**Department:** Chief Administrator's Office  
**Immediate Supervisor:** Rajbir Sian, Economic Development and Tourism Officer

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## **PURPOSE OF POSITION AND PROFILE**

The Township of Woolwich is accepting applications for a tourism and culture coordinator. We are seeking applicants who are dynamic and energetic with exceptional customer service, communication and social media skills to market the Township of Woolwich enhance the visitor center services. The ideal candidate is highly motivated, personable, articulate with excellent communication, computer and writing skills. Previous experience with media training, graphic design, networking and collaboration is preferred.

The person can organize work, set priorities, meet critical deadlines with supervision from the Economic Development and Tourism Officer; and can apply creative thinking to solutions.

This position will require 30 hours per week beginning May 7<sup>th</sup> until Aug 23<sup>rd</sup>.

Wages will be determined by applicant's experience and qualifications.

## **RESPONSIBILITIES**

- Answer visitor and member questions in a positive and welcoming manner at the Mennonite Story in St. Jacobs
- Answer visitor questions related to Mennonite culture and Heritage with the assistance and guidance of the Mennonite Story staff
- Assist in the creation of tourism ads for local and regional publications with input from the Economic Development and Tourism Officer and the Waterloo Region Marketing Tourism Corporation
- Research new tourism options to best promote the tourism industry, services and opportunities throughout the Township
- Handle all aspects of the Tourism social media and web marketing tactics
- Increase professional knowledge and skills by attending seminars and training programs
- Other special projects as assigned

## **REQUIRED KNOWLEDGE AND SKILLS**

### **Education and Experience:**

- Enrolled full time in post- secondary institution
- Experience with conflict resolution
- Excellent customer service skills
- Demonstrated success designing and implementing social media and marketing strategies

### **Qualifications/Work Requirements:**

- Tuesday- Saturday, 30 hrs/ week during the times of 10-5PM

## **WORKING CONDITIONS**

- Will be working indoors with access to laptop and internet

Interested applicants are invited to submit their resume prior to **April 12, 2019 at 4:00pm** to:

**Township of Woolwich**  
**24 Church Street West, P.O. Box 158, Elmira, ON N3B 2Z6**  
**Fax: (519) 669-9348**  
**Email: [rsian@woolwich.ca](mailto:rsian@woolwich.ca)**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.