



Lanark County is seeking a competent dynamic student to fill the following **SUMMER STUDENT** opportunity in the Tourism Department:

TOURISM CLERK
(Posting #CS2019-001)

MANDATE:

Under the direction of the Tourism Manager, the Tourism Clerk will assist the Tourism Department in the implementation of tourism related programs and activities. Specifically, special projects will include event coordination and database updates. The Special Projects Tourism Clerk will be involved in the promotion and marketing of the tourism industry in Lanark County, first locally and represent the County regionally, provincially and nationally in tourism initiatives in order to stimulate growth in this key sector of development in Lanark County. These efforts will attract and promote Tourism which enhances Lanark County's image and visibility as a place to live, work and visit.

QUALIFICATIONS:

Must be a college or university student returning to school for the 2019-2020 academic year and be between the ages of 15 and 30 years (as per government grants). Preference will be given to candidates in the following programs (business administration, marketing, communications, or equivalent). Must be proficient in Microsoft Office applications, including Word, Excel, PowerPoint and Publisher. Previous experience in a municipal environment is considered an asset. Must possess excellent verbal and written communication skills as well as have the ability to prioritize and organize. Knowledge of the Tourism Industry is an important asset. Must have good interpersonal skills with the ability to work independently within a team environment. Must meet job demands, physical and cognitive.

CONDITIONS OF EMPLOYMENT:

Successful candidates will be required to supply a satisfactory Criminal Records Check.

The date of opening is May 6, 2019 to approximately August 30, 2019, 35 hours per week, Monday to Friday 8:30 a.m. to 4:30 p.m. at the Lanark County Administrative Building. This is a Non Union position and the salary range is \$14.00 per hour of the 35 hour 2019 Non Union Salary Grid.

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, **we look forward to receiving a detailed résumé no later than Thursday, February 21st, 2019 to** Lanark County Administration Building, Human Resources, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; Email: csjobs@lanarkcounty.ca

When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf).

Email subject line should include your "name" and job posting number "CS2019-001"

Example: Jane/John Doe CS2019-001

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.