

Job Title: Aboriginal Tourism Assistant
Job Type: Summer Student (May, 2017-August, 2017)
City, Province: Kelowna, British Columbia
Salary/Wage: \$14.00/hour
Hours: Monday to Friday 8:30am-4:30pm (35 hours/week)

The Thompson Okanagan Tourism Association (TOTA), through assistance of federal resources, is currently hiring a summer student to fill the role of Aboriginal Tourism Assistant. Reporting to the Aboriginal Tourism Specialist, the incumbent will be responsible for the aboriginal tourism daily assistive and facilitation tasks.

Tasks and Responsibilities:

- Assist with the development of an Aboriginal Cultural Tourism Strategy;
- Meet with First Nations communities and stakeholders throughout the Region to cultivate credible relationships;
- Analyze the strengths and weaknesses of Aboriginal tourism;
- Gather and interpret First Nations history and cultural stories for marketing content; and,
- Identify opportunities with First Nations communities to plan Aboriginal cultural events in gateway locations.

Eligible applicants:

To be eligible, applicants must:

- Be between 18 and 30 years of age at the start of the employment;
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Qualifications:

- Post-secondary student; preference will be given to students enrolled in a Tourism, Event Management and/or Business program.
- Knowledge of the non-profit and/or tourism industry is an asset.
- Previous event and/or marketing work experience is an asset.
- Works well independently on several projects concurrently.
- Possesses excellent communication, interpersonal and creative thinking skills.
- Keen sense of organization and meticulous attention to detail.
- Enjoys collaborating with others and working with the public.
- Demonstrates initiative, sound judgment, and diplomacy.
- Software proficiency in Microsoft Word, Excel, and Power Point.
- A valid driver's license is desired.
- Bilingual (English/French) is preferred.

TOTA is committed to enhancing First Nations linkages and building a culturally diverse team. We strongly encourage applications from First Nations candidates in our communities.