

Tourism and Culture Student

Recruitment 2025-ECDEV-07

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for **one (1)** Tourism and Culture Student.

The **Tourism and Culture Summer Student** will support the Smiths Falls Welcome Centre, assisting visitors to Smiths Falls, promoting events, festivals and celebrations in the community. Responsibilities will include the creation and delivery of visitor experience packages, assisting in creating and implementing of tourism marketing and development activities, and event and festival support.

Skills and Qualifications:

- Currently enrolled in post-secondary education for the 2025/2026 school year.
- Prior customer service or administrative experience.
- Proficient experience in Microsoft Office Suite
- Excellent communication and interpersonal skills.
- Strong Analytical and data management skills.
- Exceptional organizational skills and keen attention to detail.
- Ability to work independently and within a team environment.
- Valid Class 'G' driver's license.
- Provision of satisfactory valid Criminal Record and Driver's Abstract.

Position Type: Seasonal (May – August)

Location: Town Hall, 77 Beckwith St. N

Hours of Work: 32-35 per week *(as scheduled by the Supervisor including days, evenings, weekends and Statutory Holidays).*

Wages: \$18.00-\$19.00

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-ECDEV-07 by **Friday March 7th, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal 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 Clerk at the address indicated above.