



**TOURISM COORDINATOR – 103-24-4**  
**Tourism, Nation Building**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **July 31, 2024**, for the **Tourism Coordinator** with **Tourism, Nation Building**, Department. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications are accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

**Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The **Tourism Coordinator** Reports to and works under the direction and supervision of the Tourism Supervisor

**PURPOSE & SCOPE OF THE POSITION:**

The Tourism Coordinator will manage the daily operations, marketing, and oversees the maintenance of the Tourism sites. The Tourism Coordinator will lead educational programs, train staff, and host tourists to promote the history and culture of the Six Nations Community and look for opportunities to expand and improve the tourist experience. The Tourism Coordinator will work with the policies and procedures established by the Six Nations of the Grand River.

<b>Type</b>	Full Time
<b>Closing Date</b>	July 31, 2024
<b>Hours of Work</b>	35hrs/week
<b>Wage</b>	\$52,900/year

**\*A competitive compensation package will be offered commensurate with qualifications.\***

**BASIC QUALIFICATIONS:**

**Minimum Requirements:**

- **GED with five (5) years' experience in the travel and tourism industry**

**OR**

- **College Diploma in an applicable field such as Tourism, Heritage Studies, Marketing, or Business.**
- **Valid "G" Driver's License and transportation**

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Good verbal and written communication skills.
- Knowledge of Microsoft Office, iCloud, web-page, and social media applications.
- Experience managing schedules and booking meetings.
- Must pass a police record check.
- Willingness to learn, accept change, and adapt to new ideas, business concepts, and cultures.
- Flexible (extra hours may be required on occasion).

**Other Related Skills:**

- Research and implement interpretive and educational programming
- Professionally represents and promotes tourism while building relationships with outside agencies, not for profit entities and other resources.
- Ability to handle the public and media with tact, discretion, and with a pleasing personality.
- Work independently or as a team member
- Remain informed of industry trends and industry best practices.
- Proactive with the ability to problem solve and anticipate needs.
- Reliable and able to work independently.
- A strong work ethic with a focus on accuracy and attention to detail.
- The ability to perform well under pressure and to assess and prioritize workload.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to Sydney Lewis, HR Business Partner at 519-445-2223 ext. 5755 or via email at [HRGEN@sixnations.ca](mailto:HRGEN@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in, and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Tourism Coordinator – Full Time – 103-24-4**

c/o Reception Desk

Grand River Employment & Training (GREAT)

P.O. Box 69, 16 Sunrise Court

Ohswéken, Ontario N0A 1M0



## POSITION DESCRIPTION

**POSITION TITLE:** Tourism Coordinator

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Tourism Supervisor

**PURPOSE & SCOPE OF THE POSITION:**

The Tourism Coordinator will manage the daily operations, marketing, and oversees the maintenance of the Tourism sites. The Tourism Coordinator will lead educational programs, train staff, and host tourists to promote the history and culture of the Six Nations Community and look for opportunities to expand and improve the tourist experience. The Tourism Coordinator will work withing the policies and procedures established by the Six Nations of the Grand River.

**DUTIES & RESPONSIBILITIES:**

**1. Technical Functions –**

- a. Work collaboratively to manage the daily operations and oversee the maintenance of the Tourism sites in conjunction with the other Tourism Coordinators.
- b. Assist in hiring, training, and supervising contract staff to ensure that customer service and the tourism experience is positive and staff understand the history and culture of the community.
- c. Assist the Tourism Supervisor in the maintenance of partnerships and relationships with Six Nations attractions, community crafters and artisans, local business, and community organizations.
- d. Ensure safe and secure handling of artifacts, crafts and all resources.
- e. Assist in the development of strategies to improve the viability and growth of local artisans.

**2. Administrative Functions –**

- a. Assist with implementing and coordinating marketing plan/strategies aimed at increasing traffic.
- b. Receive, record and report all revenue. Balance POS system and make deposits.
- c. Assist the Tourism department by writing grant proposals, employment incentives, and requests for funding proposals.
- d. Assist with planning and operations of special promotional events and trade shows.

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- e. Assist with the development, booking and coordination of Cultural Experience Packages and Product Development.
- f. Assist with design of financial models, budgets and proposals.
- g. Administrative duties for day to day operations

### 3. **Communications Functions –**

- a. Ensure the Tourism sites remain professional, welcoming and accessible.
- b. Working collaboratively in developing and implementing interpretive and educational programming for all sites.
- c. Prepare promotions, communications and marketing material for tours, rentals and other Tourism strategies.
- d. Work and communicate with volunteer boards at sites.

### 4. **Other Functions –**

- a. Keep abreast of Tourism industry best practices and make recommendations for the operations continuous improvement.
- b. Perform other administrative duties as required.

### **WORKING CONDITIONS:**

- This position requires normal physical effort.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.
- Work may at times be subject to unscheduled hours and out of office meetings.
- Work will involve after business hours, after hours and weekend work.

### **WORKING RELATIONSHIPS:**

With the Senior Manager of Tourism and Community Development:

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Tourism Supervisor

Receives direction, guidance and discussion plans, priorities or interacts to ensure tasks are done efficiently and effectively, receives instruction, supervision.

With other Staff Members:

Courtesy, cooperation and teamwork with all staff.

With the public:

Represents and promotes the Six Nations Tourism Department in a courteous, positive and cooperative manner, provides information and assistance.

### **KNOWLEDGE SKILLS:**

#### **Minimum Requirements:**

- **GED with five (5) years' experience in the travel and tourism industry**

**OR**

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#### **IMPACT OF ERROR:**

Error in judgement within the Tourism Coordinator role may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Tourism Department within Six Nations of the Grand River.

#### **CONTROL:**

Guiding principles set by the Six Nations Tourism department and the Six Nations Elected Council.

Must work within the Policies and Procedures established by the Six Nations Elected Council for the Six Nations Tourism Department.