

TOURISM INTERN (Summer Student)

Employment Status:	Temporary full-time contract for 12 weeks
Compensation Range:	\$23.72 per hour + 4% vacation pay
Location:	1 Tunks Lane, Komoka, ON

POSITION OVERVIEW

Reporting to the Director of Economic Development and Tourism, the Tourism Intern performs a variety of support functions focused on tourism, including duties such as community partner engagement, marketing and promotion, event coordination, communications, research, report and creative/business content writing.

This internship is established through the Canada Summer Jobs Program to provide practical work experience to a post-secondary student or graduate who demonstrates interest in studying and working in the field of Tourism. It is the County's intention to provide an opportunity for educational and practical experience and receive assistance with important projects over the duration of the internship.

To be eligible to apply for this position, the candidate must be:

- between 15 and 30 years of age at the start of the employment;
- a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

This internship is 35 hours per week, commencing June 2, 2025, for a total of 12 weeks.

QUALIFICATIONS

- Currently enrolled in, or a recent graduate of, Marketing, Travel and Tourism, Public Relations and Communications, or a closely related program of study.
- Proficiency in social media, communications, electronic media, and business software applications.
- Excellent skills in creative and professional writing, with a solid understanding of grammar, spelling, punctuation, and vocabulary.
- Proficient in using photography and video equipment for marketing and promotional purposes.
- Capacity to establish and maintain positive, collaborative working relationships with others.
- Excellent organizational skills with the ability to meet deadlines and manage multiple priorities.
- A valid driver's licence and access to a vehicle to travel as required to fulfill job responsibilities.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by 4:30 p.m. on April 30, 2025.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

WHAT WE OFFER

Employee Recognition Events

Professional Development

OMERS Pension Plan (option to participate)

Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Join our team and build a rewarding career!

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



COUNTY OF MIDDLESEX POSITION DESCRIPTION

TITLE:	Tourism Intern		
DEPARTMENT:	Economic Development and Tourism		
REPORTS TO:	Director of Economic Development and Tourism		
EFFECTIVE DATE:	March 2025	POSITIONS SUPERVISED:	N/A

POSITION SUMMARY:

Reporting to the Director of Economic Development and Tourism, the Tourism Intern performs a variety of support functions focused on tourism, including duties such as community partner engagement, marketing and promotion, event coordination, communications, research, report and creative/business content writing.

PRIMARY JOB DUTIES & RESPONSIBILITIES:

- Assists in collecting, compiling and analyzing data for use in tourism-related projects.
- Assists department staff in data analysis using existing research.
- Contacts, meets with, and corresponds effectively with tourism and event operators.
- Develops and/or revises various marketing materials, infographics, presentations, and reports.
- Attends events and promote the County as a destination.
- Develops media relations strategies and carry out social media, and other marketing to engage tourists.
- Maintains a keen understanding of industry trends affecting community partners and make appropriate project and communications recommendations as warranted.
- Demonstrates dependable and punctual attendance, with flexibility to work evenings, weekends, and travel as needed.
- Performs clerical and other duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience

- Currently enrolled in, or a recent graduate of, Marketing, Travel and Tourism, Public Relations and Communications, or a closely related program of study.

Knowledge, Skills and Abilities

- Proficiency in social media, communications, electronic media, and business software applications.
- Expertise in graphic design and marketing strategies.
- Excellent skills in creative and professional writing, with a solid understanding of grammar, spelling, punctuation, and vocabulary.
- Outstanding public relations and interpersonal abilities, demonstrating tact, patience, and professionalism.
- Proficient in using photography and video equipment for marketing and promotional purposes.
- Effective verbal and written communication skills to convey information clearly and



professionally.

- Capacity to establish and maintain positive, collaborative working relationships with others.
- Experience in planning, organizing, and coordinating meetings, events, and projects.
- Competence in data collection, interpretation, and compilation methods.
- Excellent organizational skills with the ability to meet deadlines and manage multiple priorities.
- Ability to operate a computer and other standard office equipment to support daily tasks.

Other

- A valid driver's licence and access to a vehicle to travel as required to fulfil job responsibilities.

Working Conditions

- This internship is 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required to attend meetings or events.