

Tourism Intern – Summer Student

Employment Status:	Temporary, full-time contract – 12 weeks
Compensation Range:	\$23.72 per hour + 4% vacation pay (Band 6 – 2025 Rate)
Location:	1988 Gainsborough Road, London, ON

POSITION OVERVIEW

Reporting to the Director of Economic Development, 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 provides practical work experience to a secondary or post-secondary student 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:

- registered as a student, in a related secondary or post-secondary program;
- minimum 15 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*;
- a resident of Ontario at the time of employment; 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 1, 2026, for a total of 12 weeks.

QUALIFICATIONS

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

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 **May 1, 2026**.

Existing Vacancy: we are currently hiring candidates for an existing vacancy in this position.

Artificial Intelligence: we do not use AI to screen, assess, or select candidates.

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
OMERS Pension Plan (option to participate)
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

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

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
REPORTS TO: Director of Economic Development
EFFECTIVE DATE: March 2026 **POSITIONS SUPERVISED:** N/A

POSITION SUMMARY:

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

PRIMARY JOB DUTIES & RESPONSIBILITIES:

- Assist in collecting, compiling and analyzing data for use in tourism-related projects.
- Assist department staff in data analysis using existing research.
- Contact, meet with, and correspond effectively with tourism and event operators.
- Develop and/or revise various marketing materials, infographics, presentations, and reports.
- Attend events and promote the County as a destination.
- Develop media relations strategies and carry out social media and other marketing to engage tourists.
- Maintain a keen understanding of industry trends affecting County stakeholders and make appropriate project and communications recommendations as warranted.
- Demonstrate dependable and punctual attendance, with flexibility to work evenings, weekends, and travel as needed.
- Perform clerical and other duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience

- Currently enrolled in 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.