



Temagami Chamber of Commerce Employment Opportunity

Position: Community Information Officer

Location: 6715 Hwy 11N, Temagami, ON

Duration: Summer Full-Time for 35 hours/week for 8 weeks (includes weekends)

Salary: \$14.25 per hour

Ages 15-30

Position Summary:

- Share social media content and other community information postings to and for our Members
- Support and promote our Members in the physical and online space
- Research and share educational and business support opportunities for our Members
- Share COVID-19 information with community and Members
- Sell maps and tuck shop items
- Research and write informational articles for the 2022 Visitor's Guide
- Create electronic database of historical archives and Chamber accounting records
- Create manuals for website and other operating procedures
- Walk-In Customers (upon re-opening), phone calls, emails
- Other duties as assigned

Requirements:

- Required to abide by COVID-19 social distancing rules and other safe working environment initiatives
- Interpersonal and Client Service Skills
- Flexible, Adaptable, Versatile
- Leadership Skills
- Organizational Skills
- Ability to develop effective working relationships as part of a team
- Multi tasking in an ever-changing work environment
- Strong Computer Skills-word, excel, etc.

The positions will involve dealing with the public from the Temagami Chamber of Commerce office and clerical office work. Your conduct will reflect upon the Chamber of Commerce; appearance and professionalism must be a priority. You will be supervised by the Chamber of Commerce Administrative Assistant.

Application Deadline: May 19, 2021

Area of Search: Residents and Seasonal Residents of Temagami and Area and Bear Island Residents

Application Process: Please send resume to us by:

Email: info@temagamiinformation.com OR **Mail:** PO Box 57, Temagami, ON P0H 2H0

For questions, please email info@temagamiinformation.com or call (705)569-3344