



Visitor Ambassador Summer Student Position

As the Visitor Ambassador at the Lac La Biche and District & Visitor and Information Centre, you are a current student that is interested in gaining work experience, expanding your media skills, and informing the public about local tourism and events.

Position: Chamber of Commerce Visitor Ambassador

Reports to: Executive Director

Summary of Duties:

- Provide tourism information to visitors about the Lac La Biche region.
- Assist with administrative duties – answer phones, respond to emails etc.
- Take photos, videos, and provide input for the chamber's social media channels, including Facebook, Instagram, and the website.
- Assist with community events the Chamber organizes or participates in.
- Contribute to visitor survey.
- Assist with gift shop sales.
- Create the weekly "What's Happening" newsletter to notify the public about upcoming events and promotions.
- Design templates for media platforms and outreach communications.

Rate of Pay:

\$18.00-19.00/ hour

Paid through the Government of Canada's Canada Summer Jobs program.

Fuel and Mileage will be covered when undertaking any duties outside of the office.

Hours of Work:

35 hours per week

Hours and scheduling can be flexible.

Start Date:

July 2022 - Date to be determined

Training to be provided

8 weeks

Candidates must meet the Canada Summer Jobs' criteria:

- Be between 15 and 30 years of age at the beginning of the employment period.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.



- 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.

Interested candidates can submit their resume by June 30th, 2023, to manager@lbchamber.ca.