



We're looking for you!

Special Projects Officer



Working for Cree Outfitting and Tourism Association and Eeyou Istchee Tourism is a way of building your career while learning more about your culture and your region. It involves working closely with people to support the development of the regional tourism industry.



Responsibilities

- Collaborate in the implementation of the annual Action Plan with respect to tourism development in the region;
- Assist in the coordination of projects with the community partners and be actively involved in the various steps;
- Assist in the development of training programs for the members and in the coordination of the training programs;
- Assist in the coordination of community consultations (including information gathering, logistics, workshop delivery)
- Support the organization by preparing communications such as corporate newsletter or press releases;
- Support the organization in the execution of administrative tasks, when required;

Education & Experience

Diploma in Tourism Studies, Business Administration or Regional Development, with 1 year of relevant experience. All other combination of training and relevant experience may be considered.

Qualifications requested

- Strong English skills (spoken and written);
- Knowledge of Cree and/or French is an asset;
- Motivated and capable of working independently and in a team;
- Flexible and solution oriented
- Strong organizational skills
- Effective interpersonal and communication skills;
- Knowledge of Microsoft Office programs
- Availability to travel within the region

Send us your resume and cover letter before February 28th, 2021 at hr@creetourism.ca

Human Resources Department – Special Projects Officer
Cree Outfitting and Tourism Association
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