



The Waterfront District BIA Tourism Development Officer

The Waterfront District Business Improvement Area (BIA) are looking for five self starting individuals to interact with the public and maintain the cleanliness of the area on a daily basis. Applicants must be creative, punctual, self-motivated, responsible and reliable, have solid organizational skills and be able to work under minimal supervision. They must be physically able to perform the tasks necessary for the job as required.

Reporting to the BIA Coordinator and the Board Chair, the Ambassador will: 1) provide hospitality assistance, 2) support communications and marketing and,3) support the maintenance, beautification and cleanliness of our area.

Hospitality Assistance: The Ambassador will engage with the people who live, work and visit the area and connect the people to services and/or resources they need. Will welcome residents and tourists to Thunder Bay during events as well as promote local Thunder Bay activities and businesses. Will be an extra set of eyes on the street to contribute to the BIA's safety initiatives.

Tourism Assistance: The Ambassador will be required to talk to locals and tourists alike and be able to direct people to local businesses and tourism locations within the area. Assistance and information will be available from Tourism Thunder Bay as well as their location at the Pagoda.

Communications and Marketing: The Ambassador will provide updates on the opening of new businesses in the area as well as report any concerns or feedback from businesses or visitors to the Board Chair and/or the BIA Coordinator. They will also set-up marketing opportunities with businesses and the BIA photographers.

Event Assistance: The Waterfront District BIA assists the City of Thunder Bay with their multiple events, including, but not limited to, Canada Day, Live on the Waterfront events. The Ambassador will be required to follow direction and suggestion from City of Thunder Bay staff to ensure the event runs smoothly and any required assistance needs are met. Should any business, or the BIA, host an event within the BIA boundaries, the Ambassador is expected to assist with event planning, execution and clean up. There is opportunity to organise and perform events should proposals and budget be approved by the Board of Management.

Maintenance: The Ambassador will help maintain the cleanliness of the area: sweep sidewalks, pick up litter, remove weeds from planters, walkways and tree guards, remove graffiti and posters, and, wash down sidewalks to remove grime and spills. The Ambassadors will also be expected to assist with and be available to help with special projects, event clean-up and other tasks as required.

Qualifications: The Ambassador must be punctual, self-motivated, responsible and reliable, have solid organizational skills and be able to work under minimal supervision. Must be physically able to perform the tasks necessary for the job as required.

Work Environment: Will work outdoors each day, for a minimum of half the day and must be able to work in all types of weather conditions.

The Waterfront District BIA | 195 Park Avenue | Thunder Bay, ON P7B 1B9

www.thewaterfrontdistrict.ca



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Physical Demands: Will be required to be on their feet most of the day and use lawn maintenance items, including, but not limited to a weed-whacker. and have good skills in the use of hand and power tools. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move 20 pounds.

Hours of Work: part-time 30 hours a week for 9 weeks

Hourly Rate: \$15.00 per hour

Applicants must be:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- (c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Interested applicants are invited to submit a cover letter and resume to the attention of the Hiring Committee, The Waterfront District BIA by email to thewaterfrontdistrict@tbaytel.net. Posting closes: Friday May 31; 4:00 pm.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.