

Cultural Coordinator

Job Description

The Burns Lake & District Chamber of Commerce & Visitor Centre is seeking a summer student to collect, develop, and display information about the rich First Nations culture in the Lakes District. They will be required to assist in the development of culturally inclusive information for distribution to Visitors and Residents using a variety of mediums: social media, web page, print, etc.

Responsibilities

- Liaise with the six First Nations in the Lakes District: Cheslatta Carrier Nation, Burns Lake Band, Skin Tye Nation, Nee Tahi Buhn Band, Wet'suwet'en First Nation and Lake Babine Nation to collect information about the history, traditions and local cultures
- Develop content for social media, web, and print collateral
- Provide accurate information to visitors regarding cultural tourism opportunities
- Research and promote First Nations community information to visitors and residents
- Incorporate Carrier language within the Visitor Centre and on print collateral
- Record data related to visitors at the Visitor Centre or when working at community events
- Attend Tourism/Visitor Information Counsellor Training, if not already certified
- Provide assistance with Burns Lake tourism marketing research and special projects
- Comply with professional dress code and grooming standards
- Follow all Standard operating Procedures as outlined for the Visitor Centre

Qualifications

- Tourism Visitor Information Counsellor training and certificate preferred
- Ability to participate in community familiarization tours
- Knowledge of First Nations attractions, events, tourism products/services in the community
- Fluent in English; Carrier language skills are desirable
- Excellent communication and customer service skills – face to face, telephone and written
- Able to demonstrate initiative and resourcefulness, and work independently
- Strong computer skills
- Available to work Saturdays and Sundays
- Available for a FAM tour prior to start date

For more information, please contact manager@burnslakechamber.com or drop off a resume during regular office hours before April 30th, 2018 at 4 pm.