

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Visitor Experience Coordinator

Summer Student Opportunity

Enaadmehguhjik is seeking a highly motivated individual to fill the position of Visitor Experience Coordinator with Point Grondine Park. The Visitor Experience Coordinator (VEC) will be responsible for administering and coordination all park bookings. The VEC will work under the guidance of the Park Manager & Visitor Experience Supervisor and will be located at the head office in Wiikwemkoong with some shifts at the Park.

DUTIES:

- Coordinate and administer camping reservations, permitting, guest orientation/trip planning, customer inquiries, and customer satisfaction surveys at the head office and Park Gatehouse.
- Coordinate and participate in land-based learning, experiential tour and cultural camp programs in collaboration with community partners, travel trade and industry partners.
- Collaborate with industry partners on Familiarization tours and media events.
- Assist with updating park communications via website and social media, including content development and promotional campaigns.
- Develop content for travel blogs, social media travel stories for Point Grondine Park in collaboration with the digital content creator.
- Maintain a clean and professional work environment and deliver superior customer service.
- Work in compliance with the Occupational Health and Safety and its regulations, as well as any workplace practice directed by the employer.
- Perform other assigned duties as required.

QUALIFICATIONS:

- Student pursuing or currently enrolled in Parks and Recreation, Environmental Science, Business Administration, and Hospitality and Tourism is considered an asset.
- A combination of education and relevant employment experience in Parks, Tourism, Business and/or Retail is considered an asset.
- Post-secondary students are encouraged to apply.
- All applications will be considered, with priority given to registered First Nations members.
- Must be available to work some evenings and weekends.
- Proficiency in social media platforms
- Valid Ontario driver's license and ability to travel.
- Must have good verbal and written communication skills.
- Excellent analytical, problem-solving, communication, and networking skills.
- Ability to organize and set priorities; work independently and contribute to team dynamics.

DEADLINE: June 12, 2026

Remuneration: Minimum wage to \$22.50 depending on experience.

All applicants must submit a cover letter, resume, three recent work-related references, and an up-to-date criminal reference check (CPIC) to:



Point Grondine
PARK

Tourism Executive Administrator
c/o Enaadmaagehjik
Olivia@wikytours.com