

EMPLOYMENT OPPORTUNITY

Special Projects Liaison

Contract ending March 31, 2026

The Special Projects Liaison will work in collaboration with the Wikwemikong Development Commission Managers under the direct supervision of the Tourism Manager and Business Services Manager.

DUTIES:

- The primary responsibility is to implement the waterfront development initiatives identified in the 2022 Community Waterfront Study Community including implementation of the Community Investment/Destination Marketing plan.
- To develop funding applications for marketing and waterfront implementation inclusive of workforce development/training funding.
- To network with WDC entities to identify marketing goals, and objectives that can be included in the Community Investment/Destination Marketing Plan
- Engage community, WUT administration & Council to prioritize development goals identified in the 2022 waterfront study.
- To assist with the implementation of Infrastructure and Product Development initiatives identified in the Tourism workplan.
- Strength
- Promote destination development and investment by liaising with government agencies, non-government agencies, employers, organizations, training institutions, and public overall
- To strengthen external partnerships with industry, Provincial & territorial organizations and government
- To assist with coordination of project activities to achieve the objectives and goals established by Enaadmaagehjik
- Engage with community members at public spaces, events, and community gatherings to gather input through conversations, surveys, and informal interviews.
- Assist with the planning and delivery of focus groups or community meetings.
- Performs other related duties related to marketing, events, and special projects within WDC.

Qualifications and Relevant Skill:

- Bachelor's degree or college diploma in Business Administration, Business Marketing or Tourism Management preferred.
- 1-2 Years of Administrative and Business Development Experience
- Comprehensive computer knowledge software including word processing, spreadsheet, presentation, database, web-based software, and electronic mail software.
- Proven record of success to develop project proposals, marketing and promotional material and in the areas of research and development
- Must have excellent written and oral communication & presentation skills
- Will be required to travel, Valid G Driver's License and access to reliable vehicle
- Knowledge of Anishinabek language customs, traditions, and practices
- Must be capable of analyzing data, issues and experience in creative problem solving
- Criminal Reference Check
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SALARY: Equivalent to \$70,000 annually

DEADLINE: Open until filled

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

olivia@wikytours.com