



Job Title:	Tourism & Special Events Summer Student
Last Revised:	March 2026
Department:	Community Services
Reports to:	Director of Community Services
Rate:	\$17.60/ hour
Duration:	May – August
Hours of Work:	Full-Time, with willingness to work evenings, weekends and holidays as required

JOB POSTING: TOURISM & SPECIAL EVENTS SUMMER STUDENT

POSITION SUMMARY:

The Township of North Glengarry is seeking a creative, energetic, and highly motivated Tourism & Special Events Summer Student to support tourism promotion activities and the delivery of community events throughout the summer season.

Reporting to the Director of Community Services, this role offers hands-on experience, assisting with tourism-related initiatives, event coordination, and supplemental promotional activities, while providing overall support to the Community Services Department. The successful candidate will play a key role in promoting North Glengarry as a vibrant place to visit, live, and experience, while also assisting with the planning and execution of signature community events.

KEY DUTIES AND RESPONSIBILITIES:

- Assist with the promotion of North Glengarry's attractions, trails, facilities, tourism experiences and special events.
- Support in the creation of content and distribution of promotional material, including the collection of photos and videos from special events, developing brochures and guides, as well as producing digital content.
- Assist with the planning and delivery of municipal events.
- Coordinate with vendors, community partners, local businesses and members of the community.
- Assist with community engagement initiatives, such as through stakeholder consultations and surveys.
- Assist with the collection of visitor feedback and data trends.
- Perform administrative duties, such as data entry, conducting research, answering phone and email inquiries.
- Provide general support to the Community Services Department, including assistance with programs, facilities, economic development and recreation activities, and other departmental initiatives as required.
- Perform other duties as assigned by the Director of Community Services.

POSITION QUALIFICATIONS:

- Applicants must be a recent graduate or be currently enrolled for schooling in the fall of 2026 at a recognized post-secondary institution.
- Must be legally entitled to work in Canada.
- Hold a valid Ontario Class G Driver's License & have access to a personal vehicle.
- Knowledge of or strong interest in the Township of North Glengarry and local tourism assets.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Demonstrated customer service, interpersonal, and teamwork skills.
- Proven leadership abilities or experience working in community-oriented roles.
- Strong computer skills, including Email, Microsoft Word, Excel, and SharePoint.
- Experience using graphic design software.

OTHER REQUIREMENTS:

- Willingness to work flexible hours as required including some holidays, evenings and weekends.
- Experience with coordinating events and scheduling is desirable.
- Bilingualism is considered a strong asset (French and English).
- First-Aid and CPR certification would be considered assets.
- A current Police Record Check will be required as a condition of employment.

WORKING CONDITIONS:

- Work may include holidays, evenings and weekends, depending on event schedules.
- Duties involve both indoor office work and outdoor activities.
- Physical demands may include lifting, standing for extended periods, and working in various weather conditions.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office, and the Township will work with the individuals to provide a format that meets their needs.

The Township welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

TO APPLY:

All interested applicants are invited to send their resume to csdirector@northglengarry.ca by April 17, 2026 at 4:00pm.