



Requires a Part-Time Tourism and Community Development Assistant

The Part-Time Tourism and Community Development Assistant will assist the Tourism & Community Development Manager and staff with general administration, customer service, package creation, merchandise sales, newcomer welcome, Tourism Information Centre organization, database updates social media and event support. This role will also support some of the day-to-day operations of the Tourism Centre.

Under the direction of the Tourism and Community Development Manager, the successful applicant will perform the following duties and responsibilities:

- Provides assistance/recommendations to tourists regarding regional attractions, special events, accommodations, businesses, restaurants, accommodations, local history and heritage, parks, leisure and recreation in Goderich and Huron County.
- Supports the Tourism Events and Marketing Coordinator in collecting event information.
- Updates Town poster boards, to reflect immediate and upcoming events.
- Provides exceptional customer service experience for visitors and residents; friendly, courteous, and engaging.
- Captures daily Tourism Information Centre visitor numbers.
- Creates, mails, and tracks all information packages, and supports the Tourism and Community Development Manager with the development of the Centre's Annual Statistical Report.
- Supports the Tourism and Community Development Manager in completing tourism and community development projects, as per the Department's Annual Workplan.
- Supports the Tourism and Community Development Manager with conducting evidence-based research with tourists to achieve sustainable forms of tourism planning.
- Maintain inventory of brochures and guides, merchandising aids, souvenirs, and supplies.

The ideal candidate will possess the following qualifications:

- A post-secondary diploma of one (1) year in a related field
- A minimum of two (2) years of related experience
- Demonstrated proficiency in retail store management and organization.
- Demonstrated proficiency with customer service and front-facing.
- Some background with planning and executing large festivals and events.
- Good communication and research skills
- Detail oriented, with good organizational skills.
- Good written, verbal, and interpersonal skills
- Demonstrated proficiency in Microsoft Office applications.
- Valid First Aid/CPR Certification

- Valid Class “G” driver’s licence is considered an asset.
- Satisfactory Criminal Records Check (CRC)

The hourly rate of pay for this position is \$25.21 to \$30.02 per hour. This position is scheduled for 28 hours per week from May through September and 21 hours per week from October through April. The successful candidate will be required to work weekends and statutory holidays, based on the departmental needs. The Town of Goderich offers the option to enrol in the OMERS Pension Plan, Employee Recognition Programs, and a Professional Development Program. The Town of Goderich promotes a productive team environment for personal growth and success. This position is for an existing vacancy in the Department.

Qualified candidates are invited to email their letter of application and resume (one PDF document) with 2026-16-Part-Time Tourism and Community Development Assistant on the subject line to hr@goderich.ca by 4 PM, Wednesday, April 29, 2026.

Town of Goderich – Human Resources
57 West Street
GODERICH, Ontario
N7A 2K5

Only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The Town of Goderich is an equal opportunity employer.

The Town of Goderich is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the Town of Goderich's Integrated Accessibility Standard, a request for accommodation will be accepted as part of the Town's hiring process.

To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, we will work with you to meet your needs.