



TOURISM CLERK

Looking for a change? Want to fast-track your career? Live in a place where your income goes further? Own a home? There is no better place than north-central BC to carve your career path!

Burns Lake is located between Prince George and Smithers in an area known as the Lakes District. The area has over 5,000 km of shoreline, from small lakes to some of BC's largest. Burns Lake is a haven for anglers, boaters, and kayakers. One of our star attractions is the 160-acre Kager Lake Recreation site, 10 minutes from downtown, it boasts some of the best mountain biking around, and in the winter, fat-bikers, snowshoers, and hikers use the well-maintained trail system. For those whose interests are in the arts, we have the Lakes Artisan Centre, the Lakes District Arts Council, and we are home to Canada's second community-owned theatre. Spring, summer, fall and winter, there is always something to do in our community.

Take a look at our YouTube Channel '*Burns Lake and the Lakes District*' to give you a feel for the place that 8,000 people in the Lakes District call home. You can become a homeowner for less than \$300,000, get to know your neighbours and say goodbye to the daily commute.

What you will be doing ...

- Assisting in the operation of the Visitor Information Centres at 540 Highway 16 (year-round) and at Spirit Square (summer only).
- Assisting with the supervision of summer students.
- Assisting the Economic Development Officer and the Economic Development Coordinator with the implementation of the Tourism Plan and the Chart the Course, economic diversification strategy.
- Ensuring the Visitor Information Centre is well-stocked and with promotional materials and locally sourced merchandise.
- Managing the events calendar.

Skills you need to succeed:

- Great customer service and a friendly attitude.
- Strong organizational, communication and interpersonal skills.
- Computer skills and a basic knowledge and interest in the fields of marketing and social media.
- Ability to make solid financial decisions
- A positive attitude and a willingness to thrive in a small community.

Village of Burns Lake is offering:

- 30 hours/week
- Four weeks paid vacation
- Municipal Pension Plan
- Excellent benefits package
- A fun and positive work environment

How to apply

A detailed job description is available at: burnslake.ca/news

Email your cover letter and resume to Dolores Funk, EDO:

edo@burnslake.ca

In the subject line: Tourism Clerk

Please include two references, one work-related and one personal

The position will remain open until an appropriate candidate is found.

We express our appreciation to all applicants for their interest in this position. We will only contact those candidates selected for an interview.