
EXTERNAL JOB POSTING

The Township of Ignace is accepting applications for Tourism & Records Support Assistant. Work up to 40 hours per week to be flexible and when needed.

Job Description

Title:	Tourism & Records Support Assistant
Positions	One (1) Position
Department:	Corporate
Group:	Student - Non-Union
Pay Rate:	\$ 18.20 / hr
Direct Supervisor:	Deputy Clerk
Work Duration:	June 26 – August 29, 2025

POSITION SUMMARY:

The Township of Ignace is seeking a motivated and detail-oriented student to provide combined support in two critical areas: front-line tourism services and municipal records management. The successful candidate will act as an ambassador for the Township by assisting visitors with tourism information and promoting local amenities, while also contributing to a long-term digital preservation initiative by assisting with the scanning and organization of historical and operational municipal records. This position offers an excellent opportunity to develop both customer service and administrative skills in a municipal environment.

The successful candidate will gain exposure to municipal operations and will work closely with the Deputy Clerk and administrative staff on tasks that directly impact the Township's public engagement and internal record-keeping standards.

KEY RESPONSIBILITIES:

Tourism & Visitor Services:

- Greet and assist tourists and visitors in a professional and welcoming manner.
 - Provide travel advice and promote local amenities, attractions, and events.
 - Maintain a clean and organized tourism display area, including brochures, guides, and maps.
 - Respond to tourism inquiries via phone, email, and in person.
 - Monitor tourism information channels such as web listings or directories.
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- Assist with the preparation of promotional materials or visitor data reports.
- Support municipal events by providing visitor information or promotional assistance as required.

Records Digitization & Document Control:

- Assist with digitizing municipal records by scanning and indexing paper documents and drawings.
- Ensure scanned files are clearly labeled and stored in accordance with municipal digital filing protocols.
- Handle sensitive or confidential documents with discretion and care.
- Maintain clear records of completed work and identify missing or incomplete files.
- Report technical or procedural issues to the supervisor for resolution.
- Support the development of an organized digital archive to improve long-term access to Township records.
- Follow all health and safety protocols as directed by supervisors.
- Ensure compliance with municipal policies and procedures.
- Provide friendly and efficient customer service to community members.
- Carry out other duties as assigned by the Manager of Infrastructure and Public Works.

QUALIFICATIONS:

- Must be a student currently enrolled in secondary or post-secondary school and returning in the fall
- Strong communication skills, both verbal and written
- Excellent attention to detail, particularly in document handling and organization
- Friendly, outgoing demeanour suitable for front-facing public interactions
- Proficiency in Microsoft Office, document scanners, and digital file systems
- Ability to work independently, maintain confidentiality, and follow procedures
- Previous experience in customer service or office environments is considered an asset

Additional Requirements:

- Must be 16 years of age or older
- Ability to lift and carry 25 lbs as needed

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- Standard First Aid and CPR certification (asset).

HOW TO APPLY:

Interested candidates are invited to submit their resumes and cover letter to the **email** below.

Township of Ignace Township Office

34 Main Street.

Ignace, ON P0T 1T0

hr@ignace.ca

Closing date: Friday May 16th, 2025 at 3:00 p.m.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Equal Opportunity Employer Statement:

The Township of Ignace is committed to an inclusive, barrier-free recruitment process. We will accommodate the needs of applicants under the Human Rights Code throughout all stages of the recruitment and selection process. Please advise us if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process.