



1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, JOM 1E0

(819) 855-2878
www.chisasibi.ca

SECOND POSTING

JOB OPPORTUNITY

TITLE: TOURISM TECHNICIAN
(Seasonal Contract Position)

DEPARTMENT: ECONOMIC DEVELOPMENT

CORE FUNCTION: Under the supervision of the Tourism Coordinator, the Tourism Technician assists in planning, coordinating, and executing of tourism-related activities, programs, and services. They contribute to the overall success of the tourism operation by providing administrative support, assisting visitors, and maintaining facilities.

DUTIES AND RESPONSIBILITIES:

- Provide information and assistance to tourists, including answering inquiries, giving directions, and recommending attractions, accommodations, and dining options.
- Assist in the administrative tasks associated with tourism operations, such as maintaining records, scheduling appointments, preparing reports, and processing reservations.
- Ensure that facilities, such as tourism cabins and tent frames are clean, well-maintained, and safe for visitors.
- Assist in marketing and promotional efforts, including distributing brochures, updating websites and social media accounts, and participating in promotional campaigns.
- Contribute to the development of tourism strategies and initiatives aimed at attracting visitors, increasing tourism revenue, and enhancing the overall visitor experience.
- Support efforts to preserve and promote cultural heritage sites, natural landmarks, and environmentally sensitive areas through educational programs and sustainable tourism practices.
- Ensure high levels of customer satisfaction by addressing visitor concerns and resolving issues promptly and professionally.
- Collaborate with colleagues, stakeholders, and community partners to enhance the



tourism industry's overall effectiveness and sustainability.

- One must possess knowledge of the history of Chisasibi and its surrounding region.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform all other related duties as requested by immediate supervisor.

EMPLOYMENT REQUIREMENTS:

- Must have Secondary 5 Diploma;
- Certificate or Diploma in relevant field in Tourism;
- 3 years previous experience in the tourism industry, hospitality, or customer;
- Strong communication and interpersonal skills;
- Excellent organizational and time management abilities;
- Knowledge of computer software: Word, Excel, Power Point and Publisher;
- Knowledge of local attractions, landmarks, and tourism resources;
- Will be required to work evenings, weekends, and holidays as needed;
- Must be reliable and punctual;
- Commitment to promoting responsible and sustainable tourism practices;
- Must have a valid driver's license;

EMPLOYMENT CONDITIONS:

- On Contract – June 2026 to October 2026
- 35 hours per week

SALARY RANGE:

- Salary Range: \$30.00 per hour



For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: May 28, 2026
End of Posting: June 10, 2026

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM