

# Woolwich Township Job Posting



**Date:** February 28, 2025  
**Position:** Economic Development and Tourism Coordinator  
**Wage Rate/Grade:** \$19.50 - \$22.50 per hour

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Economic Development & Tourism is seeking one (1) Economic Development and Tourism Coordinator from approximately May until August.

## **Purpose of position and profile:**

This position will assist with visitor services for the Township of Woolwich as well as providing economic development and tourism support to the Economic Development and Tourism Officer.

## **Responsibilities:**

- Assist visitors to Woolwich with locating attractions, experiences, businesses, places to eat, and accommodations.
- Provide visitor services at pop up tourism locations in Woolwich which include but are not limited to the Mennonite Story and St. Jacobs Country.
- Assist with Township event planning and coordination.
- Assist in creating web and social media content for Township assets.
- Assist tourism operators with marketing and promotional opportunities offered through the Township.
- Assist with research on grant and funding opportunities for Township and businesses.
- Assist with research on event assets.
- Assist with public art gallery planning and implementation.
- Assist with design needs for Township assets.
- Assist in market research and reporting on industry marketing trends.
- Other duties as required.

## **Qualifications, Knowledge, Skills and Work Requirements:**

- Graduate of, or currently enrolled in a degree/diploma program in Economic Development, Tourism, and/or Planning.
- Knowledge of economic development and/or tourism contacts and programs.
- Experience dealing with rural economic development would be ideal.
- Excellent written and verbal communication skills, interpersonal skills, attention to detail, and strong organizational and planning skills.
- Working knowledge of Microsoft Office software.
- Self-motivated, enthusiastic, work well independently and as a team.
- Familiarity with Township of Woolwich communities is considered an asset.
- Valid Class G Drivers License.
- Must possess excellent customer service skills.

**Working conditions**

- 35 hours per week. Typical hours of work are Monday to Friday, 8:30am – 4:30pm.
- Generally operates within an office environment, however, may be required to visit local businesses

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) by **4:00 pm Friday, March 14, 2025. Please quote job posting 2025-14.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.