



WELCOME CENTRE ATTENDANT

Cypress County has vacancies for a Welcome Centre Attendant from mid-May to September, approximately four (4) months. The position is based in Walsh, Alta. Work includes weekdays and weekends, in rotation with other staff.

Working under the direction of the Communications Coordinator, WCA's are responsible for assisting with the overall operation of the facility with a focus on program development, support and implementation as well as perform some of the following duties:

- Interacting with the public daily regarding tourism related questions and inquiries
- Assisting with tourism programs and events
- Developing tourism marketing initiatives and assisting with artisan displays and sales
- Updating website and social media
- Assisting with day-to-day management of tourism office including cleaning, waste management, and some grounds maintenance activities

Our ideal candidate is dependable, reliable and has a positive attitude; possesses excellent interpersonal and communication skills; previous experience working unsupervised and in a customer service role is an asset; previous experience working with the public and has a safe work attitude; experience with social media, websites and online marketing is required; knowledge about or be prepared to learn information about local and regional attractions and facilities.

Required qualifications:

- Successful completion of Grade 12 or equivalent
- Current CPR and Standard First Aid Certificates (or ability to obtain it)
- Submission of satisfactory Police Information Check
- Valid driver's License with an acceptable driving record
- Proficient in the use of Microsoft Office, web-based programs, and email
- Preference will be given to those in tourism or marketing field

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Wednesday, April 2, 2025, to competitions@cypress.ab.ca

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*