

NOTICE OF VACANCY

Come join us! Be part of an enterprising team that's proud to support a vibrant, healthy, safe and caring community. We are seeking well qualified, dedicated, enthusiastic and customer service focused applicants for the position of:

DOWNTOWN AMBASSADOR SUMMER STUDENT

Since 1981, the Bracebridge Business Improvement Area (BIA) has been building a vibrant and prosperous business community. Now made up of over 200 diverse businesses, the BIA continues to grow. A Business Improvement Area is a geographic commercial or industrial area that is designated by a municipality. The area is chosen as a place of business promotion, improvement and recruitment.

Working directly with the BIA's Administrative Coordinator and the Economic Development Department, the Downtown Ambassador will be responsible for communicating information, promotional materials and maps to visitors; attending and promoting BIA events at festivals and throughout the community as well as assisting with administrative duties in the BIA Office.

This position requires a team player with strong customer service skills and the ability to work with diverse groups; candidates must be self motivated, independent; high energy and organized; candidates must have strong written and oral communication and demonstrated computer literacy utilizing the MS Office suite of products. Candidate must be able to work a variety of hours including weekends', possess a Class G Drivers license in good standing; and have a reliable vehicle.

**Town of Bracebridge
Administration and Finance Department**

1000 Taylor Court

Bracebridge, Ontario P1L 1R6

Please submit your resume by Friday June 18th, 2010

Attention: Human Resources

File Reference: 2010-E-009

E-Mail: humanresources@bracebridge.ca

We thank all who apply, however, only those candidates selected for an interview will be contacted. All personal information is collected under the authority of the Municipal Act. The Town of Bracebridge is an Equal Opportunity Employer.