



RAINY RIVER FIRST NATIONS

is seeking one personable and outgoing individual to join our team as
RETAIL & VISITOR SERVICES COORDINATOR
(8-month, YCW Full-Time paid Internship)

Reporting to the Manager at Kay-Nah-Chi-Wah-Nung Historical Centre, the Retail & Visitor Services Coordinator is responsible for overseeing all retail operations in our gift shop and coordinating the Centre's visitor services. This position will run between August 2, 2021, and March 31, 2022.

Compensation: \$23.00/hr

The successful candidate will be responsible to:

- Manage gift shop inventory including ordering, receiving, pricing, preparing for sale, and reporting.
- Plan and execute all retail merchandising.
- Process sales.
- Research new product and new suppliers.
- Provide exceptional service to our guests at all times.
- Assist in the development and in monitoring the budget and marketing plan for the gift shop.
- Oversee Museum reception, greeting the public, special guests, members and groups in a cheerful, receptive manner at all times.
- Answer phones and provide information or appropriate referral.
- Participate in museum team initiatives and contribute to the overall museum plan.
- Support museum activities as required.

Education and Experience:

- Recent College or University degree in hospitality, tourism, retail management, or another related field, and/or equivalent experience.
- Minimum 1-year dealing with the public

Necessary Knowledge, Skills and Abilities:

- Good verbal and written communication skills.
- Good time management skills.
- Ability to work independently or in a team.
- Self-motivated, personable, ability to manage multiple tasks at once.
- Knowledge of Indigenous culture is desired.

What you need to know:

- Must be able to provide current criminal reference check satisfactory to the First Nation.
- Must adhere to the Rainy River First Nations' Drug testing policy.
- Canadian citizen or a permanent resident.
- Legally entitled to work in Canada.
- Between 16 and 30 years of age at the start of employment.
- Must have the ability to work flexible work hours, which may include evening and weekends.



- Must have a valid driver's license and reliable means of transportation

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, as such, applicants must meet current YCW-BCH eligibility criteria. An individual may be eligible for an internship if they:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible).
- Are legally entitled to work in Canada.
- Are between 16 and 30 years of age at the start of employment.
- Are willing to commit to the full duration of the work assignment.
- Will not have another full-time job (over 30 hours a week) while employed with the program.
- Are unemployed or underemployed.
- Are a college or university graduate; and
- Are not receiving Employment Insurance (EI) benefits while employed with the program.

Note: Priority will be given to graduates that have not previously participated in YCW internship programs.

Details: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>

Please apply through e-mail or in writing by **4:00 PM on Friday, July 30th, 2021**. Application must include a cover letter, current resume, two (2) employment references (from a current or recent supervisor is preferable) with permission to contact these references.

Please submit application to:

Rainy River First Nations
P.O. Box 450 Emo, ON
P0W 1E0
Email: jobs@rrfns.com

For further information, please contact Kayleigh Speirs at (807) 483-1163.

We thank all applicants but only those invited for an interview will be contacted.

The Rainy River First Nations is an equal opportunity employer. Accommodation is available for applicants with disabilities in the recruitment process upon request.