



TOWN OF POUCH COVE

Job Advertisement Tourism/Office Staff

About Pouch Cove

The beautiful Town of Pouch Cove is a coastline community of approximately 2,000 residents with the great fortune of being “the first to see the sun” in North America. Our Vision, Mandate, and Values are built on the theme of “A Community Built for Everyone” by providing great municipal services with a focus on best practices and cost efficiency; promoting, supporting, and attracting the continued growth and expansion of residential and business development; and championing a rich and respectful culture of positive citizen engagement, community pride, and volunteer spirit.

The Position

We are seeking a motivated, energetic, and enthusiastic individual to join our team for the summer in a combined role supporting both administrative operations and community tourism programming. Responsibilities will include answering and directing phone calls, taking messages, and providing general administrative support such as filing, photocopying, scanning, and data entry. The position will also involve assisting with the planning, coordination, and implementation of local tourism activities, bringing creativity to enhance tourism initiatives, communicating effectively with residents, visitors, and partners, and supporting the delivery of the town’s summer tourism programming. This role is ideal for someone who is organized, communicative, and excited to contribute to both office efficiency and community engagement throughout the summer season.

Qualifications:

- Excellent communication skills with both adults and children
- The ability to multitask
- Excellent communication skills
- Experience working with the public and interacting with visitors at the Town Hall (asset)
- Knowledge of local area, heritage, and region are assets
- Knowledge in Microsoft Office Suite (Word, Excel, Outlook), Canva and Social Media
- Must have an updated RNC Certificate of Conduct, including vulnerability check*

***Not required to apply; however, required before beginning employment for a successful candidate.**

Period of Employment

June 22nd, 2026 – August 28th, 2026

8:30 am – 4:00 pm

35 hours/week

\$16.35/hour

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence, to Jennifer Langmead, at jenniferlangmead@pouchcove.ca, or delivered to the Town Hall (660 Main Road, Pouch Cove) no later than

Friday, April 24th 2026 at 4:00 pm.

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.