

Welcome Ambassadors (Positions - FT & PT)

Term position: May 4, 2026- November 5, 2026

Students: May 4, 2026 - August 30, 2026

Envision Saint John (Agency) is the Saint John Region's lead economic development and visitor attraction agency, tasked with sustainably growing our economy and population. We are governed by an independent Board of Directors and actively supported by the municipalities that are our key funding partners - Saint John, Quispamsis, Rothesay, Grand Bay-Westfield, Hampton, Fundy-St. Martins, and the Fundy Rural District.

Envision Saint John is a convener, bringing together diverse stakeholders to develop a shared economic vision. We function as an economic intelligence hub, gathering and interpreting economic data that informs strategic decision-making. We work as an innovation accelerator, creating platforms and support mechanisms that help businesses and entrepreneurs start up and scale up. We are storytellers, crafting compelling narratives that attract visitors and new residents and reveal the region's economic potential to local, provincial, national, and international audiences.

What you will do:

- Serve as a welcoming, knowledgeable first impression to the Saint John Region.
- Promote the Saint John Region as a place to live, visit, and do business.
- Provide accurate, timely, and helpful information about Saint John Region while exhibiting a friendly demeanor and positive attitude.
- Respond to telephone and email inquiries about the Saint John Region and redirect as required.
- Replenish brochure displays.
- Track and record statistics.
- Other projects as assigned.

Your qualifications:

- Are an enthusiastic ambassador of the Saint John Region.
- Have a thorough knowledge of the Saint John Region.
- Possess exemplary customer service skills.
- Have a good knowledge of Microsoft Office products.
- Have a flexible schedule (shifts include evenings, weekends, and holidays).
- Fluent English both written and verbal.
- French and other languages will be considered an asset.

Why Envision Saint John?

- A Culture of Inclusivity: We embrace and celebrate individual differences, creating an inclusive environment where every team member's voice is valued. We believe in harnessing the collective power of diverse perspectives to drive creativity and excellence in everything we do.
- Empowerment and Autonomy: We trust our employees to make informed decisions and take ownership of their work. Empowerment and autonomy are the pillars of our work culture, allowing you to unleash your full potential and bring your best ideas to life.

Salary:

- Hourly Wage: \$20.00

How to apply:

Please submit your cover letter and resume to:

Chloe Goodyear, Administrative Assistant

Email: recruit@envisionsaintjohn.com

Deadline to apply:

March 20, 2026, 5:00PM

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