

# City of Cairo

## Job Description

<b>Position:</b>	Tourism Assistant
<b>Department:</b>	Economic Development
<b>FLSA:</b>	Non-Exempt
<b>Funding Source:</b>	Economic Development

Visit Grady County is looking for a dynamic personality to help promote the area. The Tourism Assistant will report to the Director, working in conjunction with the Board of Directors.

Essential duties include, but are not limited to:

- Assist in the operations of the Visitor Center. Greet tourists, in person or by phone, answer questions and provide information on lodging, historical sites, scenic areas, tourist attractions, and events, maintain the Visitor Center in a neat, orderly, and inviting fashion. Understand and maintain ongoing knowledge of Grady County and surrounding areas.
- Applicant should have the ability to communicate effectively with visitors, staff, government officials, business members, and the general public to both obtain and provide information and to respond to inquiries verbally and in writing.
- Assist Marketing Director with monthly reports, updating and maintaining website, social media and calendars.
- Represents Visit Grady County at a variety of functions and participate in local fairs, festivals, and events as needed.
- Manages and oversees booking events at the Grady Cultural Center.
- Must be willing to work flexible hours that include weekends. Some travel may be required.

Physical Requirements:

- Must be able to perform tasks that involve the ability to exert physical effort in sedentary to light work, that may require lifting, carrying, pushing, and/or pulling of objects and materials. Must be able to lift at least 20 pounds and have the ability to stand for long periods of

time. Tasks may involve periods of time at a keyboard or other office equipment.

**Additional Requirements:**

- Valid driver's license required.
- Willingness to attend educational training as needed or directed by the Board of Directors.
- Pass background check and pre-employment and/or random drug screening.

**Preferred Qualifications:**

- A minimum of 5 years of experience in Convention and Visitors Bureau (CVB).
- A minimum of 5 years in tourism, marketing, public relations or business management.
- A minimum of 5 years of experience developing and managing public-private partnerships.
- A minimum of 5 years of experience managing budgets, contracts and compliance management.
- Implemented strategies for marketing products of tourism for a location to live, work, and play.
- Experience engaging with legislative and stakeholder communities.
- Experience with quantitative growth in sales, revenue, and/or marketing goals.