



The Brady Chamber of Commerce is accepting applications for a tourism coordinator. We are seeking applicants who are dynamic and energetic with communication and graphic skills to market our area, build our advertising and tourism programs and enhance the visitor center. The ideal candidate is highly motivated, personable, and articulate with excellent communication, computer and writing skills. Previous experience with media training, graphic design, networking and collaboration is preferred, but not necessary. The person has the ability to organize work, set priorities, meet critical deadlines and follow up on tasks with minimal direction and oversight; and can apply creative thinking to solutions. This position will require a minimum of 36 hours per week depending on work load, events, and Director scheduling. Wages will be determined by applicant's experience and qualifications.

Primary Responsibilities:

- Assists with executing tourism marketing campaigns
- Assist in the creation of tourism ads for local and regional publications
- Assists with proofreading of marketing materials, correspondence, and other tourism materials
- Assists with compiling grant documentation and reporting requirements
- Research new tourism options to best promote local tourism industry, services and opportunities
- Organizes filing and record keeping for ads, insertion orders, contracts, payments, etc.
- Creates reports as needed including web stats, analytics, leads, visitor centers statistics
- Maintains an accurate listing of all restaurants, facilities, hotels, attractions, and annual events to assist contractors for social media, visitors guide and other marketing opportunities
- Coordinates sending out visitors guides, maintains statistics on lead generation, sends leads as directed to accommodations partners
- Assists with preparing meeting packets
- Handle shared aspects of the Organization's social media
- Assists with website updates, maintenance and requests
- Assists with planning and logistics of annual tourism event to educate the community about tourism initiatives in McCulloch County
- Assist with and implement tourism and Chamber events as needed; example, Goat Cookoff, Hogtoberfest, trade shows, etc.
- Answer visitor and member questions in a positive and welcoming manner
- Answer any email messages in a prompt and professional manner
- Organizes and restocks information at the Visitor Centers and at local businesses
- Implement volunteer programs
- Increase professional knowledge and skills by attending seminars and training programs
- Positively represents the Chamber in the community
- Assist the Director with any administrative support and additional requirements that may come up from time to time

Qualifications/Skills Required:

- Excellent communications skills both written and oral
- Skilled in use of computer software and equipment including Microsoft Word, Microsoft Excel, Internet, prefer experience with Adobe products
- Familiarity with QuickBooks a plus
- Excellent word processing/typing skills
- Professional appearance
- Ability to deal will with a wide variety of people
- Ability to handle multiple projects
- Strong organizational skills
- Detail-oriented
- Excellent customer service skills
- Valid Driver's License

Work Conditions/Physical Demands

The Tourism Coordinator works in a typical office environment. On a standard work day, the majority of time is spent sitting at a desk, using the computer and answering the phone. Due to the high work volume and unpredictable nature of the Chamber, there may be times when the Tourism Coordinator is expected to work beyond the scheduled work day. It is customary for employees to work at various events for the Chamber. These events sometimes take place outside of regular business hours including nights and weekend. Additionally, the successful candidate for this position must be willing to travel overnight on occasion if attendance and support is needed by the Chamber Director for travel or trade shows, media missions, and/or professional conferences.

Candidates must possess the ability to lift 30 lbs., climb stairs multiple times a day, and be able to assist in program and event setup.

Please send a cover letter, résumé and names and contact information for three professional references to:

Erin Corbell, President & CEO
Brady/McCulloch County County Chamber of Commerce
101 E. 1st
Brady, TX 76825

or

Email to erin@bradytx.com
No phone calls, please. Please submit by May 15, 2019.

This description is intended to provide an overview of the responsibilities and duties of the position. It is not all inclusive. The employee may be required to perform job-related responsibilities and tasks other than those stated in this description commensurate with the needs of the organization. The responsibilities may also change over time. This Position Description is provided for informational purposes only and does not form the basis of a contract nor an implied offer of employment.