



PO Box 377  
224 W. Main St. Suite 203  
Boonville, IN 47601  
[www.warrickchamber.org](http://www.warrickchamber.org)  
[www.visitwarrick.com](http://www.visitwarrick.com)



## Job Description – Member Services / Tourism Coordinator

This is a full-time position combining two part-time duties.

Position Title: Member Services / Tourism Coordinator

Position Reports to and is supervised by: Executive Director.

### **Position Description Summary**

Under the direction of the Executive Director, this position is responsible for promoting tourism in Warrick County. And providing membership services to support Chamber in Warrick County.

### **Principal Activities- Tourism**

- Create tourism content for distribution across social media platforms,
- Assist in creating content for and editing press release.
- Prepare media kits and distribute according to activity being promoted.
- Maintain media database contact to promote Warrick County Tourism
- Major focus on promoting tourism events, festivals, the tourism venues, building relationships & connections throughout Warrick County.
- Serves as representative of the Warrick Tourism at events as needed.
- Works with area non-profits and events to ensure events, locations are promoted.
- Provide guidance and assistance for those seeking grants from the Tourism funds.
- Works with staff and volunteers to implement and carry out other assigned duties.

### **Principal Activities – Member Services**

- Major focus on recruitment of new Chamber members, maintain existing members to meet budgetary needs of Chamber. Builds relationships & connections throughout Warrick County.
- Works with staff/volunteers and members to ensure meeting, networking, and training opportunities are available to and attended by Chamber members.
- Assist Chamber staff with fundraising events to meet budgetary requirements of Chamber.
- Serves as representative of the Chamber at events as needed.
- Works in conjunction with other staff members/volunteers to maintain member database, a contact database, a database of the Warrick County businesses, and a database of potential members.
- Provide input and assist in publishing a monthly Chamber E-newsletter for all members.
- Works with staff and volunteers to implement and carry out other assigned duties.

### **Requirements**

- 4-year degree or equivalent work experience
- Strong proven Sales / Tourism Services experience desired
- Proven Computer knowledge includes:
  - Word, Excel, Power Point, Outlook
  - Preferred website maintenance via WordPress
  - Internet
  - Social Media including Facebook, Twitter, Instagram
  - Database Management experience helpful
- Event planning, fund raising experience helpful.

### **Physical Demands**

- Sit / Stand: Extended periods
- Verbal: Communicate in groups and one on one
- Cognitive: Ability to think in abstract, problem solve, remember, make decisions, instruct, coordinate, evaluate, and organize.
- Handicap Accessibility: Job may require access to some areas that are not handicap accessible.
- Lifting: Lift and Carry up to 25 pounds.
- Agility: Be able to reach tight spaces such as behind furniture, under desks/counters.
- Valid driver's license
- Travel to and from events and throughout area is required. Access to own transportation is required.

### **Schedule of Hours**

Position 40 hours per week with average hours each divided between Tourism and Chamber. Some events may require evening and or weekend work. A generally consistent schedule will be determined in consultation with Chamber Executive Director. There is a 3-month probation period during which time training and goal setting will ensure both the Chamber/Tourism & employee are a good fit.

### **Salary Range**

Salary Range for Tourism Coordinator ranges from \$15.00 to \$18.50 hour.

### **Benefits**

The Warrick County Chamber of Commerce is a non-profit organization and provides limited benefits.

- Paid Time Off (PTO) provided based on Personal Policy Manual. PT position based on hours scheduled/worked. (FT staff accrue 120 hrs. per year or 3 weeks)
- The Chamber provides opportunity to "bank" a limited number of PTO hours for emergency future needs once all other PTO used.
- Paid holidays currently are 15 days.
- Mileage is reimbursed based on Federal Mileage Allowance.

Email resume to [ssherman@warrickchamber.org](mailto:ssherman@warrickchamber.org) or mail to...

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Warrick County Tourism  
P.O. Box 377  
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