



PO Box 377
224 W. Main St. Suite 203
Boonville, IN 47601
www.warrickchamber.org
www.visitwarrick.com



Job Description – Tourism / Member Services Coordinator

This is a full-time position

Position Title: Tourism / Member Services 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 Chamber & Tourism in Warrick County.

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.

Principal Activities – Tourism

- Create tourism content for distribution across social media platforms.
- Assist in creating content for and editing press releases.
- Prepare media kits and distribution 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 Warrick Tourism at events as needed.
- Works with area nonprofits and events to ensure events, locations are promoted.
- Provide guidance and assistance for those seeking grants from tourism grant program
- Works with staff and volunteers to implement and carry out other assigned duties.

Requirements

- 4-year degree or equivalent work experience
- Strong proven sales 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 I
- Event planning, fund raising experience

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 divided between both positions. 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 & employee are a good fit.

Salary Range

Salary Range for Tourism Coordinator ranges from \$16.00 to \$18.00 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 hours 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.

Send resume to
Warrick County Chamber of Commerce
P.O. Box 377
Boonville, IN 47601