



Position Description

Tourism Coordinator

Status: Exempt
Reports to: Tourism Development Director
Location: Georgetown County Chamber of Commerce Office with time at member and prospective member locations and at events; Georgetown County, SC and surrounding areas

The Georgetown County Chamber of Commerce is accepting applications for a tourism coordinator. The ideal candidate is highly motivated, personable, demonstrates excellent communication, computer and writing skills. The ideal candidate 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 35 hours per week depending on work load, events, and Director scheduling.

Summary of Position: To provide administrative support in meeting the daily operations and logistics of the Chamber's tourism functions. Fills in as needed in the Visitors Centers.

Primary Responsibilities:

- Assists with executing tourism marketing campaigns.
- Assists with proofreading of marketing materials, correspondence, and other tourism materials.
- Assists with compiling grant documentation and reporting requirements.
- 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.
- Takes minutes for various tourism board meetings, sends notices of meetings, assists with preparing meeting packets.
- Assists with website updates, maintenance and requests.
- Assists with planning and logistics of annual tourism event to educate the community about tourism initiatives in Georgetown County.
- Assists with other tourism and Chamber events as needed; example, fishing tournaments, Wooden Boat Show, trade shows, etc.

- Facilitates media FAM (familiarization) Tours.
- Works in the Visitors Centers as needed. Answer visitor and member questions in a positive and welcoming manner.
- Organizes and restocks information at the Visitor Centers, at local businesses and the Hammock Shops kiosk.
- Positively represents the Chamber in the community.
- Other duties as assigned.

Qualifications/Skills Required:

- 2 year degree in Business, Public Relations, Marketing, or related field
- Excellent communications skills both written and oral
- Skilled in use of computer software and equipment including Microsoft Word, Microsoft Excel, Microsoft Publisher, Internet, scanner, digital camera and digital camera cards, prefer experience with WordPress
- 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 Tourism Development 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:

Ms. Beth Stedman, President & CEO
 Georgetown County Chamber of Commerce
 531 Front St.
 Georgetown, SC 29440

Email to BStedman@VisitGeorge.com

No Phone Calls, Please.

“This description is intended to provide an overview of the responsibilities and duties of the position. It is not all inclusive. The incumbent 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.”