



# SOUTHEAST TOURISM SOCIETY

## Job Description - Southeast Tourism Society

**Title:** Administrative Assistant  
**Reports To:** President & CEO and Vice President of Operations  
**Salary Range:** \$28,000 - \$31,000  
**Date:** January 23, 2019

**Job Summary:** This role will support the STS staff with a variety of responsibilities that engage all facets of the organization and provides an opportunity to learn more about the tourism industry from a regional perspective and association management.

**Responsibilities:** Provide ongoing administrative support to the President & CEO and the VP of Operations. Assist with the daily operations of STS. Support VP of Operations in organizing support materials for STS events and conferences. Additional duties as assigned.

### Administrative

- Handle incoming calls and questions pertaining to STS.
- Coordinate staff, board, and committee meeting prep and recaps.
- Manage conference room schedule and internal meeting preparations.
- Maintain master calendar updates and provide a weekly review of scheduled activities.
- Handle STS mail distribution and mailings, and assist with board and committee email distributions via MemberClicks.
- Compile Monthly Reports for STS board and other board correspondence, where appropriate.
- Writes appropriate office procedures for all relative areas of responsibility with the direction of the President.
- Ensures adequate level of office supplies, brochures, other information and promotional materials.
- Assist in the development of annual budgets, marketing plans and organization strategic plans.

### Conference & Event Planning

- Coordinate updates to event RFPs and compile RFP responses at direction of VP or President.
- Provide registration assistance (handle online and phone inquiries) and onsite support for STS events.
- Assist with speaker confirmation letters and obtaining speaker documents.
- Provide other event support as needed, i.e. mail supplies and handouts, prepare presentations, draft and update event planning outlines/Run of Show.

### Marketing & Communications Support

- Assist with generating ETTS reports and contact updates, as needed.
- Organize STS Top 20 Festival and Event Submissions on a quarterly basis, including data entry, payment records and confirmation of files received.
- Work with the Director of Communications in relation to social media content and strategy, as well as development of marketing materials.
- Make contact updates and generate reports from the Voter Voice updates, as needed.

### Membership/Partnership/Sponsorship

- Draft confirmation letters and/or agreements.
- Prepares all welcome letters and new member packets.
- Make contact updates to the MemberClicks database, as needed.

### **Position Requirements:**

Hospitality and/or Tourism degree preferred.

A working knowledge of Microsoft Office, particularly Word, Excel and Power Point.

Must be detail-oriented and have strong organizational and communication skills.

Ability to multi-task and successfully manage executive level projects is required.

Association management experience is a plus.

Professional demeanor and experience working with executives is preferred.

### **To Apply:**

Please email resume and cover letter to [STS@SoutheastTourism.org](mailto:STS@SoutheastTourism.org) by Friday, February 8, 2019 at 5:00pm EST