



Tourism Development Specialist

Williamsburg, Virginia

Want to work in a busy, creative and fun office helping Williamsburg, Virginia invest in tourism products?

The Williamsburg Economic Development Office is looking for qualified applicants! Text Economic Development Director Michele Mixner DeWitt at (757)293-8812 if you are interested or visit www.williamsburgva.gov/jobs.

Job Summary

Responsible for performing diverse tasks to support the mission of the Economic Development Office with emphasis on promoting and supporting visitation in the City of Williamsburg. Primary functions include grant administration, principal staff support for Tourism Development Grant Review Committee, general administrative support, meeting preparation, marketing support, and management of the Tourism Development Fund. The Tourism Development Specialist works with grant applicants, developers, businesses, and regional and state tourism development allies. This position also provides the principal staff support for the Williamsburg Area Arts Commission (WAAC), provides general assistance to the Director of Economic Development, and has an understanding of local government policy implementation. Works under the supervision of the Economic Development Director.

This is an exempt position with a salary range of \$59,138-\$94,62

To apply: Email resume to dhicks@williamsburgva.gov

The City of Williamsburg is proud to be an equal opportunity employer.