

# MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT  
MONTGOMERY COUNTY • VIRGINIA  
WWW.MONTGOMERYCOUNTYVA.GOV



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PHONE: 540.394-2007

## **Tourism Assistant (P/T) County of Montgomery**

#2202020-1

The Montgomery County Regional Tourism Office has a current opportunity for **Part-Time Tourism Assistant, 28 hours per week**. Reporting to the Executive Director of the Regional Tourism Program, essential duties include, but are not limited to: researching and data compilation, data entry, preparing information packets, updating website listings, updating/scheduling social media posts, managing calendars, preparing for meetings, handle written/voice/in-person inquiries, processing invoices for payment, supporting grant management, handling sales transactions, supporting tourism promotion, lift/carry/manipulate brochures or materials weighing up to 25 pounds, and similar tasks.

Applicant should have the ability to plan, prioritize, and organize multiple work assignments ensuring completion within established timeframes. Applicant should have the ability to communicate effectively with visitors, staff, government officials, business members, and the general public to both obtain and provide information and to respond to inquiries verbally and in writing.

Position requires high school education/GED equivalent with applicable experience or related college coursework. Strong interpersonal relations skills required, as well as experience with Microsoft Office Suite applications, and high organizational and time management skills. Applicant must be able to work independently with minimal supervision. Occasional evenings and weekends may be required.

Pay \$14.00+/hour DOE/DOQ, 28 hours/week.

Interested candidates must apply online at <http://www.montgomerycountyva.gov/hr> by **Thursday, March 12, 2020** in order to be considered. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is firmly committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.