



GLOUCESTER COUNTY
invites applications for the position of:

Tourism Coordinator

SALARY: \$46,247 +/- DOQ

OPENING DATE: 11/8/2021

CLOSING DATE: Open Until Filled

Description:

Performs work in all aspects of a comprehensive tourism program for Gloucester County, attracting tourists to the County for its historical and other assets. Employee will work with local businesses and other tourism representatives to promote visitation. Employee must exercise tact and courtesy in frequent contact with volunteers, employees, business representatives, agency representatives, and the general public. Employee reports to the Recreation & Tourism Manager.

Required Knowledge, Skills, and Abilities:

Broad knowledge of the standard practices of marketing and sales.

Broad knowledge of the current literature, trends, and developments in the field of tourism.

Broad knowledge of the principles and practices used in public speaking and making presentations.

Ability to prepare reports, forms, news releases, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Ability to speak before groups of people with poise, voice control, and confidence.

Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Ability to comprehend or understand instructions and underlying principles; to reason and make judgments; to understand and follow oral and written instructions; to make decisions in accordance with established procedures and policies; to guide and/or give instructions.

Qualifications

Possession of a Bachelor's Degree in business administration, marketing, tourism, or closely related field.

Minimum of five (5) years of experience working in a tourism-related position. Or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

Special Requirements

To be considered for this position, your online application must include your cover letter, and resume.

A minimum of 3 professional references must be listed on the application.

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer