



## Albemarle County Local Government

### [Office Associate V – Special Projects Coordinator](#)

#### **Office Associate V – Special Projects Coordinator**

#### ***Charlottesville Albemarle Convention and Visitors Bureau***

Full-Time, 12 months

Senior Planner, Exempt, Pay Grade 10

VRS-Eligible, Benefits-Eligible

The Special Projects Coordinator serves as the support position for the entire Charlottesville Albemarle Convention and Visitors Bureau (CACVB) and is a first point of contact to advise tourists and residents who visit the CACVB and/or inquire via telephone/internet about travel options in our local area. Work consists of varied duties involving a wide range of processes and methods relating to the established practices of an administration or professional field. Work requires a broad knowledge of tourism in Albemarle County and Charlottesville, the functions of the CACVB and supports the Executive Director and CACVB Board. Work is performed under general supervision with considerable latitude for independent judgment. The CACVB values the importance of diversity, equity, inclusion, and fostering a welcoming place of belonging through its work. This is accomplished by individual team members and through the CACVB's role in community and visitor outreach. We invite you to join us!

#### **EOE/EEO**

Albemarle County is an equal employment opportunity employer and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regard to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.

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