



ADMINISTRATIVE ASSISTANT - TOURISM

Montgomery Regional Tourism Office

#820102-1

The Montgomery Regional Tourism Office has an exciting full-time opportunity available for Administrative Assistant. Reporting to the Executive Director of Tourism, essential duties include but are not limited to: providing administrative support/administrative duties related to tourism growth and development; oversee mail, email and telephone requests for information, mailings and brochure disbursement; serves as first customer service point of contact for visitors and inquiries; prepares invoices for payment processing; maintains meeting minutes/agenda and sends notices for meetings; attends local meetings and events to represent tourism department as needed which may include local, regional and state events and seminars, and similar duties. May also require occasional remote and/or weekend/evening work; accompanying travel writers via boat, bike and on-foot/hiking regional landmarks and sites, and other outdoor activities as needed.

Bachelor's Degree in Communications, Tourism, Business, Marketing or related field or combination of education and experience deemed equivalent. Successful candidate will have familiarity with MS Office, Adobe Creative Suite, Wordpress, Google Docs, as well as social media such as Facebook, Instagram, TikTok, YouTube, and telephony software such as Zoom, MS Teams, etc. High interpersonal skills an ability to foster/maintain positive relationships with the public, employees, visitors and other stakeholders is essential.

Minimum Salary \$36,283/yr. + DOE/DOQ with excellent benefits (paid health, dental and vision, life, disability, retirement, flex spending, wellness and much more). Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Tuesday, May 31, 2022** to be considered. For more information, contact the Montgomery County Job Line at 540.394.2010. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, 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/sexual orientation/gender/identity, national origin, disability or protected veteran status.

