Job Description – Tourism Coordinator

The Meeker Chamber of Commerce is accepting applications for a tourism coordinator. We are seeking applicants who are dynamic and energetic with communication and graphic skills to market our area, build our advertising and tourism programs and enhance the visitor center. The ideal candidate is highly motivated, personable, articulate with excellent communication, computer and writing skills. Previous experience with media training, graphic design, networking and collaboration is preferred. The person has the ability to organize work, set priorities, meet critical deadlines and follow up on tasks with minimal direction and oversight; and can apply creative thinking to solutions. This position will require a minimum of 20 hours per week depending on work load, events, and Director scheduling. Wages will be determined by applicant’s experience and qualifications.

Position Responsibilities:

- Perform reception duties in an efficient, professional and courteous manner
- Answer visitor and member questions in a positive and welcoming manner
- Answer any email messages in a prompt and professional manner
- Assist the Director in creating written communications and chamber publications, including but not limited to the member newsletters, newspaper articles, flyers and various brochures.
- Manage the distribution, advertising sales, editorial content and timeline of the Meeker Booklet
- Assist in the creation of tourism ads for local and regional publications
- Implement volunteer programs
- Assist in event planning and implementation
- Research new tourism options to best promote the tourism industry, services and opportunities throughout the White River Area
- Draft a yearly tourism marketing plan and budget and measure marketing success
- Evaluate marketing and advertising requests from solicitors and prepare necessary lodging tax applications with the direction of the Executive Director
- Design and implement tourism marketing programs and efforts
- Facilitate current tourism activities including but not limited to scenic by-way, agritourism, OHV recreation, hunting/fishing, and cultural heritage tourism
- Organize and restock information at the visitor center, at local businesses and the County Road 8 kiosk
- Create and implement fundraising campaigns
- Handle all aspects of the Organization’s social media and web marketing tactics
- Increase professional knowledge and skills by attending seminars and training programs
- Assist the Director with any administrative support and additional requirements that may come up from time to time