

## JOB DESCRIPTION

### POWELL VISITOR CENTER COORDINATOR

Powell Economic Partnership (PEP) is hiring for a Visitor Center Coordinator. This is a full-time, year-round position with benefits. The Coordinator is responsible for creating a sense of welcome and hospitality in the Powell Visitor Center and Chamber. Duties include but are not limited to: managing daily operations; responding to in-person, online and telephone inquiries; maintaining/updating local events info; coordinating partner events; and administrative duties. The salary range is from \$28,000 to \$36,000, depending on experience.

This job description is not intended to be an exhaustive list of responsibilities and duties and the Visitor Center Coordinator may be required to perform other functions as directed by the PEP Executive Director.

#### AREAS OF RESPONSIBILITY AND TASKS

##### Visitor Center

- Creatively and actively sell Powell area attractions to visitors
- Display Powell Chamber members' information in neat and orderly manner and contact the appropriate member to provide additional materials when necessary
- Maintain cleanliness of visitor center and public restrooms
- Respond to phone, online and in-person inquiries on behalf of the Visitor Center and Chamber including Chamber Member referrals

##### Community Events

- Compile and maintain data on community events and maintain/update event calendar on website, display board and promote through social media and email outlets as per event plan
- Manage and coordinate efforts for key partner, Powell Chamber events

##### Manage Daily Operations Related to Invoices/Payments

- Prepare claim vouchers for payment and/or reimbursement for PEP, Chamber and Visitor Center
- Manage outstanding Powell Bucks certificates
- Track and send invoices

##### Other Administrative duties including but not limited to:

Communicate appropriate and approved events/promotions with Chamber membership; Visitor/business inquiry processing; Mail processing; Order supplies; assist other staff; maintain a good working knowledge of the various activities of the community and Chamber

#### EXPERIENCE AND SKILLS

##### Required:

- Proven verbal and written communication skills
- Demonstrable strong knowledge of Powell's businesses/attractions/activities and knowledge of Yellowstone National Park and the Big Horn Basin
- Proven experience handling financial transactions
- Demonstrable customer service experience
- Comfortable with Microsoft Office & Excel, Quick Books, internet, and social media tools
- Must be able to physically stand for long periods of time, negotiate stairs, lift and carry up to 25 lbs.

##### Preferred:

- Bachelor's degree in business, marketing, public relations, or communications or related field
- Previous sales, marketing and/or event experience

TO APPLY: Email cover letter and resume to: ATTN: Christine Bekes, Executive Director, Powell Economic Partnership, info@pepinc.org

**INQUIRIES ACCEPTED BY EMAIL ONLY.** Please email Christine Bekes at info@pepinc.org.

Position is open until filled.

*Employment at the Powell Visitor Center and Powell Economic Partnership is at will for both the employer and employee. Powell Economic Partnership is an equal opportunity employer.*