

## **Tourism Director Assistant Job Description**

Position: Tourism Director Assistant

Department: Tourism

Reports to: Tourism Director

### **POSITION DESCRIPTION**

Assists the Tourism Director with various tasks to accomplish the strategic goals of the Tourism Development Authority.

### **JOB DUTIES AND FUNCTIONS**

Assists with the logistics of events.

Contributes to the procurement of event sponsorships.

Maintains the Events Calendar on Visitperquimans.com.

Assists with the social media content calendar, including photo and video.

Assists with developing the awareness of Perquimans County history.

Handles special projects and assignments as requested by the Tourism Director.

### **QUALIFICATIONS/REQUIREMENTS**

Ideally, would be a resident of Perquimans County with a working knowledge of current tourism attractions within the county.

Highly motivated and results-oriented individual.

Ability to engage and work with a wide variety of people.

Must have demonstrated experience with social media and smart phone photography.

Creative with an eye for design.