

## **Tourism Office Specialist**

Heart of Appalachia Tourism Authority in St. Paul, Virginia is seeking a highly skilled individual for the position of Tourism Office Specialist. Heart of Appalachia was established by the Virginia General Assembly in 1993. We are a Virginia State DMO (destination marketing organization) representing, 8 localities in far Southwest Virginia, representing the 7 counties of Lee, Scott, Wise, Russell, Dickenson, Buchanan, and Tazewell Counties and the City of Norton. Our objective is to provide world-class marketing for our 8 localities. The position could be described as “creative multitasking”, with an emphasis on office/administrative duties, marketing, and public relations, 80% administrative, 20% other as needed.

### **QUALIFICATIONS/SKILLS AND KNOWLEDGE REQUIREMENTS**

- Usage/familiarity of Microsoft suite of programs, accounting skillsets, Excel, Dropbox, QuickBooks
- Professional writing
- Wix and WordPress platform web site management is a plus
- Be able to manage and multitask varied tasks, as needed
- Public relations for the organization
- Demonstrate effectiveness in meeting deadlines.
- Professionalism, you are the ambassador for Virginia, and our region
- Effective time management is required

### **Principle Duties and responsibilities:**

- Provide administrative support to ensure efficient operation of the office.
- Answer and direct phone calls, emails, and other correspondence.
- Assist in the preparation of regularly scheduled reports.
- Maintain a filing database of inquiries, and contact lists
- Represent Heart of Appalachia at public events
- Ability to lift 30 pounds, as shipments arrive and require lifting
- Order office supplies and research new deals and suppliers.

### **GENERAL INFORMATION**

The *above* statements are intended to describe the general nature and level of *work* being performed by the individual selected for this position. They are not intended to be an exhaustive list of all duties and responsibilities. This individual would report to the executive director.

Our physical office is in the town of St. Paul, VA, on the Clinch River. Your work will primarily be in the office. Salary based position with benefits portfolio of medical/Anthem, dental, vacation and holidays.

### **Application deadline is 6-21-2024**

Resumes can be sent to [info@heartofappalachia.com](mailto:info@heartofappalachia.com)

or mail your resume to:

**Heart of Appalachia Tourism Authority**  
**PO Box 186, 3028 4<sup>th</sup> Avenue, Market Square**  
**St. Paul, VA 24283**  
**ATTN: Executive Director**