



**GREATER KITSAP
CHAMBER & VISITOR CENTER**

Tourism Coordinator

POSITION DESCRIPTION

Position: Tourism Coordinator

Location: Greater Kitsap Chamber & Visitor Center, Bremerton & Silverdale offices

Status: Part-time, 25 hours per week

Pay Range

for Position: \$20-\$25/hourly

Reports to: President/CEO

Benefits: Includes paid holidays, sick leave, approved mileage reimbursement. Unpaid vacation unlimited upon approval.

Position Requirements and Qualifications: Excellent oral and written communication skills, computer skills, organizational skills, ability to manage time, ability to work with Chamber members, committees, staff, and the community. Understanding of internet and social media.

Candidate must possess a valid driver's license, be able to operate a motor vehicle and pass a background check. Some evening and weekend hours are required.

Primary Responsibilities: Support the tourism efforts of the Greater Kitsap Chamber & Visitor Center through meeting Visitor Center needs in both Bremerton and Silverdale.

Support the President/CEO and Vice-President in Chamber activities as directed.

Specific Responsibilities:

- Answer telephone calls, greet visitors and Chamber members visiting the office
- Respond to tourism-related inquiries (phone, mail, email)
- Assist with reports, databases, account collections and general correspondence as directed
- Create, schedule, and publish content on the Visitor Center social media channels
- Prepare daily mailings and information packets as requested for individuals and special groups
- Provide local hotels and other venues with Chamber materials, including maps, rack cards, magazines, Destination Guides, etc.
- Provide weekly (by COB Fridays) Visitor Center content to the VP for use in weekly e-newsletters (including "Day Trip from Kitsap," Admiral and Roxy events, Greater Kitsap Events, and a monthly "Hospitality Highlight" of a local business)
- Submit monthly LTAC report to the County (and quarterly to the City of Bremerton), collecting data, receipts and summary of activities
- Coordinate special events such as the Holiday Light Show and others
- Acts as the liaison between the GKC and the Whaling Days organization, attending planning meetings and reporting back to the President/CEO
- Coordinate volunteers for programs and events pertaining to tourism
- Meet with the Kitsap Conference Center staff monthly to coordinate conference and event needs
- Provide content for the mall kiosk, updated weekly and sent to the tech coordinator

- Participate in community events as a representative of the Chamber & Visitor Center
- Assist VP and Ambassadors with new member outreach as directed
- Assist in keeping office in an orderly and professional manner
- All other duties as assigned

How to Apply

Interested candidates are invited to submit their resume, cover letter, and list of 3 references with contact information to hello@greaterkitsapchamber.com by February 29, 2024. Please include "Tourism Coordinator - Application" in the subject line of your email.

The Greater Kitsap Chamber is an equal opportunity employer and welcomes applications from candidates of all backgrounds and experiences. We encourage diversity and inclusivity in our workplace.