

Stay Pleasant Hill Ambassador

The Opportunity

The Pleasant Hill Chamber of Commerce is hiring a part-time staff member to represent Stay Pleasant Hill as their ambassador through funding from the Tourism Improvement District. This is an exciting opportunity for individuals who are passionate about Pleasant Hill, knowledgeable of the Bay Area, enjoy working with people and are detail oriented.

Job Summary

The Stay Pleasant Hill Ambassador works for the Pleasant Hill Chamber of Commerce and is responsible for the marketing, sales, public relations and administrative support of Stay Pleasant Hill.

The Position

ESSENTIAL MARKETING FUNCTIONS

- Organize, maintain and update CRM lists, internal files, company databases, photo gallery and press archives
- Educate stakeholders on the marketing tools, procedures and purpose of Stay Pleasant Hill
- Coordinate and distribute marketing reports
- Work with our social media partner in developing stories and images of Pleasant Hill
- Work with our advertising partner in updating and maintaining the Stay Pleasant Hill website
- Assist with development and execution of meeting planner and media familiarization tours and other events when assigned
- Assist with the creation of marketing materials to ensure that they are on-brand and consistent in terms of style, quality and tone of voice
- Assist with research, fact checking and basic content editing including images and text
- Assist with all aspects of marketing campaign execution and project management
- Coordinate meetings and events when assigned

OTHER FUNCTIONS

- Respond to inquiries from meeting planners, media and local stakeholders
- Occasional travel and attendance at events on weekends and evenings as needed
- Distribute Stay Pleasant Hill collateral to appropriate businesses and tourists
- Other duties as assigned as this position is contingent on the ability to identify and fill gaps

ESSENTIAL ADMINISTRATIVE FUNCTIONS

- Provide day-to-day proactive and reactive administrative support
- Manage, schedule and organize calendar and appointments
- Manage, prioritize, sort and reply to emails
- Maintain key contact lists
- Prepare presentations and reports, utilizing clear and concise charts, graphics and tables
- Arrange, coordinate, book and calendar travel
- Answer, vet and direct phone calls
- Follow up and track key deliverables
- Manage and maintain electronic and manual filing systems

- Reconcile, code and submit expense reports and monthly credit card transactions
- Assist with daily errands outside the office as requested
- Facilitate, organize and manage collection of data and key information

General Support

- Transcribe and distribute meeting minutes as appropriate
- Assist in the preparation of regularly scheduled reports
- Sort and distribute mail
- Retain general understanding of the office programs to answer questions from stakeholders and visitors
- Interface with the organization's partners, tourism members, sponsors and prospects by responding promptly to all tourism and visitor service-related requests via email, phone, etc. as appropriate
- Handle office-related tasks including answering phone calls and walk-in visitors, recording daily contact logs, responding to email requests for information, mailing information and updating general information
- General administrative support, as directed

The Candidate

- College degree in marketing, tourism, hospitality or equivalent work experience is preferred
- Excellent computer skills and proficient in Microsoft Word, Excel, PowerPoint, etc.
- Experience with CRM programs and direct mail programs desired
- Hospitality, marketing, communications and/or event planning experience a plus
- Knowledgeable user of social media and Internet-savvy
- General working knowledge of Pleasant Hill and the Bay Area
- Resourceful, organized multi-tasker with accuracy and follow-through
- Highly motivated self-starter with excellent written and verbal communication skills

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Ability to travel as needed; must have reliable transportation with adequate insurance
- Must be available to work occasional nights and weekends
- Must be able to lift 25 lbs.

This job description/posting describes the general purpose and responsibilities assigned to this job and are not an exhaustive list.

To Be Considered

To apply for this position, submit a resume and cover letter with salary expectations to steve@pleasnathillchamber.com by March 23, 2018. Interviews will be conducted with the most qualified applicants. Final interviews will follow. The Pleasant Hill Chamber of Commerce is an Equal Opportunity Employer.