



TOURISM COORDINATOR

Position Summary:

The Tourism Coordinator is an employee of the Cedarburg Chamber of Commerce. Under the supervision of the Chamber Executive Director, the Tourism Coordinator provides an expert level of communication/promotion on visiting, moving to, and working in Cedarburg.

Cedarburg Chamber of Commerce & Visitor Center Mission Statement:

To **Protect** the economic future of Cedarburg's business community. To **Preserve** the healthy living and business climate in our community. To **Promote** local business and our community with an active marketing effort.

Responsibilities:

- **Visitor Center:** works in partnership with the Cedarburg History Museum Manager to provide coverage at the welcome desk and assist with training of new associates. Daily responsibilities include ensuring all materials are stocked, visitor center area is clean, and a high level of customer service is provided. Tracks and monitors all visitors along with the mailing of all requested visitor/relocation materials.
- **Promotion and Marketing Materials:** responsible for the development and distribution of all marketing materials budgeted annually through the Tourism, Promotion, and Development Committee (TP&D) of the Chamber including:
 - Updating and maintaining the Chamber website as it relates to tourism
 - Producing consistent social media communications related to tourism
 - Providing statewide and national tourism sites with updated event and visitor information.
 - Producing a Cedarburg Community Guide, Visitor Guide, Locator Map, and Annual Events calendar.
 - Scheduling and changing of Community Signboard messages
- **Group Tours:** Provides requested materials and in-person support as requested for tours coming into Cedarburg.
- **County Tourism:** serves as an active Board Member on the Ozaukee County Tourism Council.
- **Meetings & Reporting:** Attends regular staff and TP&D and other meetings related to tourism in Cedarburg. Provides monthly tourism reports both to the Chamber Executive Director and to the Tourism, Promotion, & Development Committees.

Skills Required: The Tourism Coordinator must possess excellent customer service skills coupled with experience in website management, marketing, and social media placement.

Other Duties: The Tourism Coordinator provides support as needed to the Chamber of Commerce. This may include the preparation of Chamber Gift Checks, phone coverage, office duties, and staffing support at annual events.

Minimum Education and Experience: Possession of a high school diploma with a minimum of 2 years of experience in tourism, marketing, or customer service. Knowledge of Cedarburg a plus.

Physical Requirements: Must be able to lift a minimum of 25lbs. standing, walking, and bending throughout the day.

This position is a part-time hourly position with a maximum of 18 hours per week. Starting wage is \$14/hr.

Please submit a cover letter and resume via email by September 13th to:

Jennifer Andreas, Executive Director
director@cedarburg.org