

Harrison County Tourism Council

THE POSITION REQUIRES COOPERATION WITH OTHER ORGANIZATIONS SUCH A CADIZ BUSINESS ASSOCIATION, COAL PARK, SCHOOLS, PUBLIC SERVICE SUCH AS POLICE & FIRE DEPARTMENT. THE PARTNERSHIPS LISTED ABOVE WILL WORK TOGETHER TO PROMOTE HARRISON COUNTY EVENTS & ATTRACTIONS.

Following are the duties and expectations for the position of full-time Director/Office Manager

Job Description: Full-Time; Executive Director
Non-Profit Tourism/Visitor Center

Skills:

- Good communication (written and oral) skills.
- Will be interacting with the public.
- Microsoft Word, familiarity with Microsoft Excel, Word, Powerpoint social media, and researching on the web.
- Filing & book keeping
- Well-organized.

Duties:

- Maintain selection of flyers, brochures, maps, posters in the office.
- Maintain notices of upcoming events & provide facebook boosting
- Answer phone and walk-in inquiries.
- Set up & attend Tourism Council Board meetings
- Set up & attend the Harrison County Tourism Roundtable
- Represent the Visitor Center at Sally Buffalo Days, Harrison Co. Fair, Egg Hunt and other events
- Judge windows at the Scio Fall Festival
- Bookkeeping, all finances for the council
- Keep GOOD records to be presented biannually to the Auditor
- Publish monthly article in the Harrison News Herald
- Coordinate Christmas Card Lane annually
- Publish and maintain community & seasonal calendar (hard copy and on website)
- Update website home page (www.visitharrisoncounty.com) & Facebook
- Light housekeeping
- Distribute county brochures and guides around the county and surrounding counties
- Attend Ohio Appalachia Country meetings and events
- Attend CBA meetings and executive board meetings
- Attend Ohio Lake Region meetings and travel shows
- Represent Harrison County at the AAA Travel Show in Columbus
- Arrange the Cadiz Community Yard Sale: Collect the money for the listings & create maps
- Assist the CBA with events such as the Christmas Parade & the Recognition Banquet
- Assist the Coal Park with their website and newsletter
- Manage the details of the Marcia Bedway Non Profit Tourism Grants (deadlines, mailings, etc)