



Position: Tourism & Workforce Development Administrative Assistant

January 2020

Reports to Director of Tourism Operations & Director of Workforce Development

Will perform secretarial and general office duties for the Director of Tourism Operations and Director of Workforce Development with office space located at the Townsend Visitors Center and Maryville Blount Partnership office. Employee must be knowledgeable of all programs that relate to tourism development in Blount County. Employee must be proficient with all Microsoft Office® products and capable of operating various types of office equipment. This position is a full-time hourly (40 hour per week) position with benefits.

Tourism:

- Coordinate correspondence and calendar for the Director of Tourism
- Assist visitor center staff including the Visitor Center Receptionist and floor staff as needed
- Assist in answering the phone, providing relief support, greeting visitors as needed
- Relief on telephone during lunch hour for Maryville staff
- Assist the Director of Tourism in processing purchases for payment to include collecting receipts and reconciling statements
- Correspondence for Director of Tourism Operations
- Create and design brochures/pamphlets and signs as needed
- Maintain the Townsend Visitors Center administrative offices work area, closets and storage as needed.
- Maintain the traffic reporting system and prepare timely reports
- Order office supplies, visitor center supplies for the Townsend Visitors Center
- Order supplies for copier and fax machines
- Coordinate and schedule exhibit center artists and crafts people with appointed volunteer. Also greet and oversee setup of each artist.
- Invoice for the exhibit center and coordinate all Visitor Center facility rentals.
- Collaborate with the Director of Communications to assure Townsend gallery events are promoted.
- Oversee office equipment repair, working with other office staff when necessary and handling maintenance needs for office machinery located at the Townsend Visitors Center
- Assist the Director of Workforce Development and the Director of Tourism Operations with planning; and assist at all Partnership events.
- Work with the Director of Tourism Operations in maintaining the upkeep of the building and grounds at the TVC
- Assist the Director of Tourism Operations in the publication of the *Peaceful Side of the Smokies* vacation guide
- Other duties and responsibilities as assigned by the Director of Tourism Operations.

Workforce Development:

- Coordination and implementation of workforce development events under the purview of the Director of Workforce Development
- Create, update and distribute workforce development-related marketing materials as needed
- Recruit, communicate with, invoice and coordinate with event vendors, volunteers and employers as needed for workforce development-related events, i.e. job fair, 8th grade career fair, Job Signing Day, etc.
- Communicate information to Communications Director for advertising, event materials and media
- Set and communicate committee meetings; prepare agendas and meeting materials and take minutes
- Event set-up and implementation in partnership with the Director of Workforce Development, Director of Tourism and Events Manager
- Ensure calendar is up-to-date for the Director of Workforce Development
- Coordination of school and industry site visits (reservations, catering, scheduling, etc.)
- Seek out and sign up for job fairs and career networking-related events



Blount Partnership

- Coordinate travel for Director of Workforce Development as needed
- Maintain and update databases and email lists for event and workforce committees
- Oversee the collection of research and data as needed for workforce development through Jobs EQ and other software and websites
- Responsible for assuring events, workforce meetings and job fairs are on calendars
- Communicate to industry, education institutions and grant-related partners on tours, work-based learning, internships and other workforce development-related tasks
- Ensure paid advertising pieces are placed and printed as needed
- Provide secretarial and general office duties for the Director of Workforce Development
- Other duties and responsibilities as assigned by the Director of Workforce Development
- Some evenings and weekends required during events
- Outdoor work required
- Ability to lift at least 25+ pounds

To Apply: Submit cover letter, resume and references to jobs@blountpartnership.com. No phone calls.