

The Etowah County Tourism Board seeks an experienced Administrative Assistant to assist the Executive Director and to handle the administrative duties of the Board.

Location: Etowah County Tourism Board Visitors Center 90 Walnut St. Gadsden, AL 35901

Date Revised: May 29, 2019

Purpose of Position

The Administrative Assistant is responsible for handling all aspects of the office of the Visitors Center and the Etowah County Tourism Board and to assist the Executive Director

Duties and Responsibilities

The Administrative Assistant will handle the day-to-day running of the Visitors Center to include: receptionist activities, customer interaction, mail room duties, filing, assisting the Executive Director as needed, including keeping of calendars and creating phone calls and meetings, updating and editing website and events calendar, updating and editing Board's mobile app, creating posts and updating social media sites, proof-reading advertising, representing the Board at certain events as needed, organizing and inventory of all brochures, and other duties as assigned

Minimum Knowledge, Skills, and Abilities

Knowledge:

- Office experience
- High School graduate or equivalent work experience, College graduate preferred
- Strong computer skills with Microsoft Windows 10
- Excellent skills in entire Microsoft Office Suite, especially Word and Excel. Online testing will be required
- Competency in office machine usage, such as fax, mailing systems, copier, scanner, binding systems, etc.
- Excellent verbal and written communication skills
- Accurate, detailed, and organized

Skills and Abilities:

- Experience with accounting software such as Quick Books highly-desirable
- Experience with website software such as WordPress highly-desirable
- Excellent understanding of and ability to use social media such as Facebook, Twitter, Instagram, Pinterest, etc.
- Experience in databases very helpful
- Graphic design experience very helpful
- Excellent command of the English language and proper business communications

Tools and Equipment Used

Common office equipment, such as telephones, fax machine, copier, scanner, postage meter, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Evening, weekend, and overtime hours are possible
- Ability to stand for long periods
- Ability to lift at least 30 pounds
- Required to sit for extended periods of time
- Able to stoop, bend, reach, lift, or kneel in limited space
- Manual dexterity.

Work Environment

95% of work is indoors in climate-controlled environment. 5% of work may be outdoors in temperatures ranging from 45 degrees F to 100 degrees F.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job may change.

To Be Considered for This Position

Please submit resume and cover letter stating your qualification by June 12th via mail or in person to: Etowah County Tourism Board, 90 Walnut Street, Gadsden, AL 35901, or via email to: info@greatergadsden.com. No attachments in emails, please. Submit your resume and cover letter in the body of the email.

If selected for an online test you will be contacted by June 17th and supplied with an application.