



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice

Marketing and Administrative Assistant

Visit Tillamook Coast, the official tourism organization of Tillamook County, Oregon is seeking a full time marketing and administrative assistant to support the objectives of tourism development.

Organizational Relationship

Reports to the Tourism Director

General Statement

This position provides marketing, administrative, and secretarial support to the Tourism Director and tourism organization for a range of programs and marketing development for the tourism industry of Tillamook County

Term of Employment

Annual: position July 1 – June 30

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Major Areas of Responsibility

- I. Administrative
- II. Marketing

Specific Responsibilities

Administrative

- Respond to requests for marketing collateral; assist with maintaining electronic marketing and client development collateral, including materials for meetings, events, etc.

- Track collateral inventory and ensure the department has sufficient marketing supplies, and respond to requests for promotional items and materials following organizational guidelines and approvals.
- Serve as point person and respond to phone calls, emails, and requests from local businesses, organizations and chambers, vendors, consultants, tourism organizations, advertisers and travel writers.
- Help coordinate staff, meeting and travel online calendars
- Create, edit, print, and distribute appropriate reports and correspondences under the direction of the Tourism Director and staff, including recording and maintaining electronic and print versions of open meetings minutes.
- Coordinate meeting and event logistics such as securing rooms, venues, ordering food, and other necessary preparations as directed.
- Assist in preparation of events materials and in shipping materials to conferences as well as having on-site presence when needed at events.
- Manage paper and electronic file systems

Marketing

- Create and maintain an accurate and current intranet system for committee groups; communicate timely information to committee groups.
- Maintain CRM databases, make occasional updates to media and industry pages on www.tillamookcoast.com and other websites supported by Visit Tillamook Coast
- Research and coordinate marketing projects as requested and assist in ongoing marketing initiatives.
- Assist with writing and posting social media for business and visitor pages, and writing and scheduling e-newsletters, blogs and other content creation, including occasional photography

Required Qualifications

- Bachelor's degree, preferably in communications, hospitality, business or marketing
- 2-3 years' experience in a communications or marketing role

Preferred Qualifications

- Familiarity with Tillamook County

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to:

patryan@tillamookbaycc.edu

Applications may also be mailed to:
Tillamook Bay Community College

Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application go to: <http://tillamookbaycc.edu/tbcc-employment-opportunities/>
Choose the staff application packet. Application cannot be filled out on-line.

Candidate selected for hire must provide official academic transcripts. Applicants must be prepared to interview at their own expense.

Position Open until filled

First review of applications: April 30, 2018

Compensation and Position Availability

This is a Full-time position. Salary is \$37,169 to \$40,616, depending on experience. Benefits are in accordance with Board Policy.