

HALIFAX AREA ADVERTISING AUTHORITY

JOB DESCRIPTION

Job Title: Executive Operations Coordinator

Name: OPEN

Department: Administration

Reports to: Executive Director

Status: Exempt

Date: May 2019

Job Description: Coordinate the day-to-day operations of the CVB to ensure highest levels of creativity, compliance and efficiency.

Areas of Primary Responsibility and Focus:

Be proactive in anticipating the CVB's needs, exhibiting strong critical thinking skills.

Monitor all functions to ensure that all CVB departments are adhering to designated HAAA, County and AUE guidelines, including the Employee Handbook and Policies & Procedures.

Manage the CVB's 5-year Events Calendar.

Manage the Tourism Events Funding application and process and track related economic impacts.

Compile and distribute all research, both CVB-initiated and vendor-provided.

Work with Finance to verify all expenditures for Executive Director's approval.

Streamline business practices and identify opportunities for greater efficiencies.

Implement a system-wide filing strategy which avoids duplication and supports "one point of truth."

Proactively manage a Master Calendar of all meetings, legal notices, agendas, deadlines, website updates, etc.

Notice, agenda, record and take minutes for all HAAA, Advertising, Arts & Culture and Human Resources committee meetings.

Compile weekly Staff Reports and monthly Executive Update reports.

Create highly professional correspondence on behalf of the CVB.

Other duties as assigned.

EDUCATION/EXPERIENCE, KNOWLEDGE, SKILLS AND COMPETENCIES

- Bachelor's degree (Business, Marketing, Communications preferred) or 5+ years in tourism/hospitality/customer relations
- Working knowledge of website and computer technology (Microsoft Office Suite)
- Competency to manage multiple tasks and meet deadlines, manage employees, set priorities and determine objectives and strategies to achieve them
- Strong customer relations skills with positive attitude

- Strong problem solving skills and the ability to assess and anticipate issues and proactively resolve them
- Strong verbal and written communication skills; excellent interpersonal skills with the ability to work effectively with all organizational levels
- Ability to work independently and exercise good judgment with exceptional attention to detail
- Positive, professional, "can do" attitude and ability to excel in fast-paced environment

ENVIRONMENTAL CONDITIONS:

- Office will be considered 126 E. Orange Ave, Daytona Beach, FL 32114 and Volusia County.
- Limited weekends and evening hours required.
- Frequently work at fast pace with unscheduled interruptions.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds occasionally.
- Ability to drive own vehicle as required to perform essential job functions.
- Ability to travel out of town, including weekends.

COMPENSATION:

- Salary is commensurate with experience.
- Benefit package available first of the month following ninety (90) days of continuous full-time employment.