

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 and/or 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.