



Submit Cover Letter & Resume
To: rachel@fargomoorhead.org
Subject: Travel Ambassador

Position: Travel Ambassador
Reports to: Director of Operations
Department: Visitor Center

Job Type: Part Time
Location: Fargo, ND
Closing: Open until filled

WHAT IS VISIT FARGO-MOORHEAD?

According to Destinations International, a Convention and Visitors Bureau (CVB) is defined as: "a not-for-profit organization charged with representing a specific destination, and most are largely funded by hotel occupancy taxes."

We are your go-to source for anything happening in the Fargo-Moorhead area. Visit Fargo-Moorhead is fully funded by a lodging tax paid for by visitors staying in area hotels and has a board of directors that governs the organization.

MISSION STATEMENT

Visit Fargo-Moorhead works to position our distinctive community as a desirable destination and gateway to the region and nation, resulting in a superior quality of life for its residents.

POSITION OBJECTIVE AND PURPOSE

Travel Ambassadors are responsible for greeting incoming travelers and assisting with information on Fargo, Moorhead, West Fargo as well as North Dakota, and Minnesota. We are the first people that many travelers meet coming into North Dakota, so it is very important to be enthusiastic about the area and what we have to offer. Because of the large volume of people who come to the Visitor Center, this position requires someone who is energetic and enjoys working in a fast-paced environment with a variety of people.

PRINCIPAL DUTIES & RESPONSIBILITIES

Main duties & responsibilities

- Greeting travelers and offering information about the area, including:
 - Directional advice
 - Local attractions and things to do
 - Events going on in the Fargo-Moorhead-West Fargo area
- Take pictures of visitors with "The Woodchipper" from the movie Fargo
- Sell and restock merchandise items in our gift shop
- Assist the Event Services department and other full-time staff with various projects
- Keep the Visitor Center clean and well-stocked

REQUIREMENTS

Qualifications

- Excellent verbal communication skills
- Must be able to read a road map
- Knowledge of the major attractions in the Fargo-Moorhead-West Fargo area

- Have a willingness to learn

Abilities, work environment, compensation

- Light lifting of up to 50 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Shifts are 8:45am-5:15pm – includes rotating weekends
- Starting at \$16.50 per hour on weekdays and \$17.50 per hour on weekends

WHY WORK FOR VISIT FARGO-MOORHEAD?

The Fargo-Moorhead community is truly unique, or as we say, North of Normal. Working at the organization charged with promoting the area, is no different. Open communication, collaboration, respect, and embracing new ideas are what we're all about.

NOTE:

Due to the nature of our business, every position at Visit Fargo-Moorhead requires flexibility and, at times, assistance that supersedes the job description. This is a general description of the nature of this job and the types of work associated with it. It is by no means complete or exhaustive in its scope.

Visit Fargo-Moorhead is an equal opportunity employer and will not discriminate against any applicant, employee, or visitor on account of race, color, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, medical condition, gender identity, marital status, physical or mental disability, or status with respect to public assistance or marriage, or any other basis protected by any federal, state, or local law.

Applicants must submit a cover letter describing what you enjoy most about living in the Fargo area and resume to rachel@fargomoorhead.org with the subject line, Travel Ambassador.