



Position: Destination Development Administrative Assistant

Reports to: Operations Director

Salary: \$45,000/yr to \$50,000/yr

Full-Time, in-office

Benefits: Medical Insurance, Simple IRA

### **Position Summary**

The Destination Development Administrative Assistant provides support to ensure the efficient day-to-day operations of Visit Frederick's office and the overall management of Destination Development initiatives. This position has a primary focus to manage current and historic data for Destination Development Initiatives, Tourism Reinvestment in Promotion and Product (TRIPP), and the Main Street Cooperative Fund. This role will include representing Visit Frederick at major tourism related events within Frederick County as well as coordinating staff to help with event booth coverage. Due to the timing of major events in Frederick County, weekend and evening hours will be required on occasion throughout the year.

### **Job Responsibilities**

#### **Administrative Duties**

- Maintain physical and digital filing systems.
- Answer communications and direct people to the appropriate staff regarding events and grant initiatives. Input and update information in databases and spreadsheets.
- Coordinate logistics for meetings, including room set-up for partner organizations utilizing the Visitor Center theater.
- Work with staff and Frederick County IIT to ensure office equipment is in good working order and office supplies are on hand.
- Provide support for DMAP accreditation through Destinations International.
- Ensure grant deadlines are met and adapt to evolving priorities.
- Assist with reviewing and providing edits for printed media created by Visit Frederick, including brochures and the Frederick Visitor Guide.
- Assist Operations Director with planning of the membership Spring Social and Annual Meeting.

#### **Destination Development Duties**

- Act as the main point of contact for event activations within Frederick County.
- Provide support for Visitor Center operations as needed.
- Maintain organized records regarding Destination Development initiatives.
- Attend or coordinate coverage of event booths for Visit Frederick at major tourism events within Frederick County, including evening and weekends.
- Coordinate staffing for event booths.
- Assist with the development of an online grant application process.
- Compile data connected to TRIPP, Destination Development, and Main Street Cooperative programs.



- Work in partnership with the Visitor Services Manager to plan and execute the annual Candlelight Tour of Historic Houses of Worship each December.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. There may be times where this position is asked to help other team members with their work, completing tasks outside of this description.*

**Qualifications:**

- Experience in administrative responsibilities and events. Preferred experience in hospitality, tourism, or other related field -OR- any combination of education, coursework, and/or technical training necessary to meet position requirements.
- Passion for Frederick County's tourism community.
- Strong interpersonal skills, professional and courteous demeanor, and ability to represent Visit Frederick within the community.
- Digital literacy and research skills, including the ability to analyze the reliability of information.
- Ability to effectively use standard office platforms, such as Microsoft Office for data entry and data management.
- Strong organizational skills for accurate record keeping, Supply management and inventory control.
- Ability to effectively and efficiently contribute to event planning and coordination.

**Office Location:**

The organization is located at 151 S. East Street, Frederick MD 21701. This is an in-office position.

Please send cover letter and resume by **May 24<sup>th</sup>** to: Katie Reichard, Operations Director, [kreichard@fredco-md.net](mailto:kreichard@fredco-md.net) using subject line **DESTINATION DEVELOPMENT ADMINISTRATIVE ASSISTANT**.