Gatlinburg Convention and Visitors Bureau
Administrative Assistant
Job Description

We are looking for a motivated individual to join a strong, professional team by undertaking daily administrative tasks to ensure the functionality and coordination of the organization's activities and projects. Extensive software skills, internet abilities, and strong communication skills are required.

In this role, you will be responsible for various administrative tasks, including managing phone calls and emails, organizing, scheduling appointments, data entry and providing general support to our team. The successful candidate will possess excellent communication, organizational, and problem-solving skills and a strong attention to detail.

Responsibilities

- Assist CEO/President and VP of Marketing with administration, marketing activities, PR campaigns, and projects.
- Oversee project management program to ensure marketing department timelines and deadlines are met.
- Manage and produce the CVB department's monthly reports and documents for monthly meetings.
- Assist with content creation, proofing, and marketing communications including newsletters, online content, print materials, and press releases.
- Assist with various projects such as giveaways, ordering and organizing merch, and assisting team members with errands.
- Answer administrative and marketing calls and distribute accurate messages.
- Assist with organizing department meetings, sending email notifications, distributing agendas, and taking meeting minutes.
- Assist with photography and videography at events, marketing campaigns, and promotions. Skills with editing are encouraged.
- Help coordinate photo and video shoots.
- Manage media asset library through Photoshelter.
- Book travel arrangements.
- Submit and reconcile expense reports.
- Assist with other duties deemed necessary by the CEO/President and VP of Marketing.

Qualifications

- College degree or equivalent work experience
- Competent computer skills including MS Office, Google Workspace, and Apple Applications
- Entry-level Adobe Creative Skills including Photoshop and Lightroom
- Strong writing and copy-editing skills
- Internet skills including the use of emails, group messaging, and social media
- Must be a self-starter and can work in a fast-paced environment under tight deadlines and coordinate multiple projects.
- Able to work with a team or independently.