



**Mississippi Gulf Coast Regional Convention and Visitors Bureau  
d.b.a. Coastal Mississippi**

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**JOB TITLE: Communications & Engagement Assistant**

**DEPARTMENT:** Communications & Engagement

**SUPERVISOR:** Director of Communications & Engagement

**JOB DESCRIPTION**

Assists the Director of Communications & Engagement and department members with administrative duties in keeping with the Bureau's communications and public/media relations programs and department goals as they are developed.

**DUTIES AND RESPONSIBILITIES**

- Provides information, assistance, and services to various journalists and other media as directed.
- Assists in coordinating itineraries, making hotel, restaurant, and attraction reservations, communicating with partners, and following up as needed.
- Assists in database creation and maintenance.
- Assists in generating monthly departmental reports using various platforms.
- Answers phone calls and routes to appropriate personnel within the department.
- Schedules meetings both internally and externally for the department director.
- Maintains the inventory of Coastal Mississippi branded specialty items, reorders as necessary, and assists in determining future needs based on the annual calendar of events, activations, and other factors.
- Maintains positive working relationships with members of staff and tourism partners.
- Files receipts and financial forms as directed.
- Creates gift bags and sources items for same both internally and externally and delivers as assigned.
- Works closely with other members of the Communications & Engagement and Marketing Departments to coordinate interdepartmental projects, activations, digital campaigns, and special events.
- Performs other duties as assigned by the supervisor.

QUALIFICATIONS

- Minimum Education Requirement, High School Diploma + three years of experience in a professional office environment, associate or bachelor's degree preferred.
- Excellent writing skills, including a command of grammar usage and vocabulary.
- Strong attention to detail and proofreading.
- Must be able to drive.
- Computer literacy and ability to adapt to various software applications.
- Support and present a positive Coastal Mississippi Tourism message.
- Desktop publishing experience is a plus.
- Computer literacy and ability to adapt to various software applications.
- Familiarity with the tri-county region of Coastal Mississippi.
- Must be aware of all related safety procedures.