

Job Title: Communications Coordinator
Department: Communications & Tourism
Supervisor: Vice President, Communications & Tourism
FLSA Status: Non-Exempt, Full-Time
Salary range: From \$40K a year
Date: January 2023

Summary: The Communications Coordinator Is responsible for supporting the communications department by handling the administrative duties related to generating media interest and PR coverage.

Essential Duties and Responsibilities:

- Maintain all aspects of the Media/PR database including keeping client information up to date, tracking correspondence, inputting leads and articles, managing in-kind contributions related to familiarization tours, and tracking partner engagement.
- Coordinate certain aspects of press trips and media visits including but not limited to organizing itineraries, confirming partner participation, sourcing, and preparing gift bags, and distributing pertinent information.
- Develop and maintain a database of trade shows, missions, and conferences in which communications staff are involved. Coordinate and confirm travel arrangements, schedules, and reservations as necessary.
- Organize and maintain a file system for correspondence, records, and reports, keeping copies on file if necessary.
- Compile information from communications and tourism for monthly reports.
- Assist in maintaining media resources (print and online) and updating What's New webpages. Fulfill requests for images.
- Collaborate across departments as directed by supervisor.
- Other duties as assigned.

Competencies:

- **Teamwork** – Balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- **Organizational Support** – Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
- **Attendance/Punctuality** – Be consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- **Communication Skills** -Ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.
- **Computer Skills** – Working knowledge of Microsoft Office, Customer Relationship Management system, the internet, and other software as needed.
- **Problem Solving** –Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations.
- **Professionalism** – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own action; follow through on commitments.
- **Diversity** –Show respect and sensitivity for cultural, racial, ethnic, and religious differences; promote a harassment-free environment.

Experience & Education:

- Three years of experience in hospitality or customer service industries and customer relationship management (CRM) database.
- Excellent written and verbal communication skills; strong attention to detail.

Compensation & Benefits:

- This is a full-time non-exempt position.
- Compensation is flexible and is commensurate with experience.

Additional Criteria:

- Visit Tucson requires reliable transportation, a valid Arizona driver's license, valid auto insurance, and a good driving record.
- Visit Tucson may request to contact a minimum of three professional references prior to applicant being considered as a finalist.
- Visit Tucson requires all new employees to submit to drug testing and background checks prior to being hired. Applicants that are unwilling to submit to drug testing and background checks need not apply.
- The person filling this position must be vaccinated fully against COVID-19 unless exempt due to medical reasons or sincerely held religious reasons.

Please note that due to the typically high volume of applicants it is not possible for Visit Tucson to respond to everyone that applies. Please do not follow-up with Visit Tucson directly to check on the status of your application. If you are selected as a potential finalist, you will be notified via the email address you provide through Indeed.com.

Visit Tucson is an Equal Opportunity Employer.

Job Type: Full-time

Pay: From \$40,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Tucson, AZ 85701: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Hospitality and CRM database: 3 years (Preferred)

Work Location: One location