

SEASONAL AIDE

AGENCY: Nome Chamber of Commerce/Nome Convention & Visitors Bureau

REPORTS TO: Executive Director, Nome Chamber of Commerce
Director, Nome Convention & Visitors Bureau.

STATUS: Non-exempt – Up to 40 hours per week, may require evenings, week-ends and holidays

PAY: DOE

Summary

This is a seasonal position that starts around June 1st for the Nome Chamber of Commerce (NCOC) and the Nome Convention & Visitors Bureau (NCVB). This position is responsible to greet and assist visitors looking for information, services and venues while visiting the Nome area, assisting the administrative assistant and general operations of the Visitor Center and assist with all NCOC/NCVB sponsored summer events. This position is responsible in the promotion of Nome as a visitor destination and convention site.

Essential Duties and Responsibilities

- Greet and assist walk-in visitors.
- Answer all inquiries received by mail, phone, fax or e-mail. Some requests may require research & investigation.
- Collect, verify and create new informational handouts and update.
- Maintain, stock and receive office supply inventory.
- Maintain visitor center information packets.
- Prepare and post bulk and other mailings.
- Assist in preparations for meetings & conventions and other special events sponsored by the NCVB/NCOC.
- Maintain NCVB file system.
- Perform internet research.
- Perform all Visitor Center cleaning and close up duties, pick up trash outside surrounding the Visitor Center daily.
- Perform other duties as assigned.

Qualification Requirements

- Must be at least 18 years of age
- Ability to work independently and perform each responsibility satisfactorily with minimal supervision
- Perform all office practices, procedures and operate standard office equipment
- Excellent oral and written skills
- Proficient in Microsoft applications
- Work well with the public and agencies
- Excellent telephone etiquette
- Ability to maintain confidentiality
- Professionalism

Education and/or Experience

High School Diploma or equivalent. At least two years of work experience in an office setting and/or public service job. Work experience in the tourism industry and knowledge of the value and importance of tourism to Nome's economy is preferred. Knowledge of Nome businesses, residents and the services they provide is also preferred.