



## Job Description – **Tourism Project Coordinator**

<b>Job Title:</b>	Tourism Project Coordinator	<b>Department:</b>	HOT
<b>Group:</b>	8	<b>FSLA Status</b>	Non-Exempt
<b>Salary Range:</b>	Not to exceed mid-range	<b>Position Type:</b>	Full Time
<b>Reports To:</b>	Tourism Marketing Manager	<b>Directs:</b>	N/A

### Applications Accepted By:

<p><b>E-MAIL:</b></p> <p><a href="mailto:hrdirector@palestine-tx.org">hrdirector@palestine-tx.org</a></p> <p><b>Subject Line:</b></p> <p>Attention: Human Resources/ Job Title</p>	<p><b>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)</b></p> <p>Lisa Cariker  City of Palestine Human Resources  504 North Queen  Palestine, Texas 75801  (903)731-8421</p>
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### Job Description:

#### OBJECTIVE

*THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION*

Under the supervision of the Tourism Marketing Manager, the Project Coordinator provides planning, development, organization, coordination and operation of the City of Palestine’s special events and other assigned duties through the Palestine Main Street and Tourism Marketing. Additionally, this role performs work in areas of heritage preservation including planning and preserving Palestine’s historic and cultural resources and assists with efforts related to heritage preservation. The Project Coordinator provides support in planning, content development, organization and coordination of Palestine’s sites and attractions, special events related to Tourism and Main Street, heritage-based events and other programs targeting visitors and guests to Palestine as well as other assigned duties through Tourism Marketing and coordinate closely with Main Street. The position will include efforts to raise the standards of heritage and cultural attractions throughout the area; foster preservation and education; encourage regional cooperation and promotion of all attractions; and foster effective local tourism leadership and organizational skills.

#### ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

- Promote tourism by assisting persons, including local governments, organizations, and individuals, in the preservation, enhancement, and promotion of heritage and cultural attractions in this area.
- Plan, developing, and implementing program(s) and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public.
- Oversee the development and implementation of methods to increase the quality of visitor experiences and opportunities at all local sites across Anderson County.

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- Research and partner with local businesses, organizations, and volunteers to develop entertainment, displays, interactive tools and special events to complement and enhance existing programs or facilities that a tourist would visit.
- Partner with the Historic Preservation Officer and Main Street Coordinator to enhance existing historical literature and awareness.
- Support and distribution of necessary reports, advertisements, resolutions, ordinances, statistical data, and other correspondence and ensure preparation and maintenance of files, records, and other reference material important to the efficient operation at the direction of Tourism Marketing Manager/Destination Management Director.
- Ensure the maintenance of the calendar and social media for reservations and events related to tourism and Main Street.
- Maintain daily post on social media platforms, Facebook and Instagram.
- Responds courteously and professionally by phone, mail, email, and in person to inquiries and other requests.
- Assists with budget planning and preparation for each fiscal year.
- Analyzes problems, evaluates outcomes, makes recommendations, and implements solutions.
- Serves as staff liaison for certain festivals and special events such as Texas Dogwood Trails Celebration, as directed by the Tourism Marketing Manager.
- Orders equipment and supplies, prepares and processes needed requisitions, and arranges for equipment maintenance and repair as necessary as directed by Tourism Marketing Manager/ Destination Management Director.
- Provides consistent quality customer service to City staff, volunteers, vendors, the public, and all other contacts.
- Performs other duties as directed.

### **OTHER IMPORTANT JOB FUNCTIONS**

- Project Coordinator may be required to work outside the traditional work week/schedule.
- Must be able to maintain confidentiality in all assigned areas as it pertains to City policy.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Knowledge of applicable local, state, and Federal statutes, rules, regulations, ordinances, codes, City of Palestine policies and procedures and other potentially governing documents.
- Knowledge of effective files and records management.
- Knowledge of the basic principles of bookkeeping/accounting.
- Skill in assessing information, situations and circumstances, and prioritizing activities.
- Skill in establishing and maintaining effective working relations with all City employees, volunteers, vendors, contractors, public, the news media and others having interaction or business with the City of Palestine.
- Compile, develop and present written reports, correspondence and other work for internal and public distribution as directed.
- Skill in communicating professionally and effectively.

### **PREFERRED EXPERIENCE AND TRAINING**

- A Bachelor's degree or a directly related field and three years of experience performing preservation, coordination or related work, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may also be considered.
- One to three years of progressively responsible secretarial, clerical, Customer Service experience.

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- A strong background in Microsoft Office is required. Skill in operating a computer while utilizing a variety of software application including Canva and Adobe Acrobat.

### CERTIFICATIONS AND LICENSES REQUIRED

- Must possess a valid Texas driver’s license.

### CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and background check.

Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record.

Regular attendance is required.

### **Physical Demands**

May be subject to sitting for long periods of time. Standing and walking and lifting objects weighing up to 25pounds.

### **ADDITIONAL INFORMATION**

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

**Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e., writing “see resume” is not sufficient).**

Reviewed By:	Katie Beth Henry	Date:	10/18/2023
Approved By:	Katie Beth Henry/Lisa Cariker	Date:	10/18/2023
Last Updated By:	Lisa Cariker	Date:	10/18/2023
Received By:		Date:	