



Visitor Service Manager

Salary: \$37,000 to \$39,000- commensurate with experience and qualifications.

Opens: February 1, 2023

Closes: February 24, 2023, 5pm

Apply to: Albany Visitors Association
110 3rd Ave SE, Albany, OR 97321
rebecca@albanyvisitors.com

Visitor Services Manager – 40 hours per week

Albany Visitors Association (AVA) is seeking to fill the Visitor Services Manager position. The person filling this position is outgoing and friendly. She/he is a good team player and works well with fellow staff members. This person will be well informed about the community as well as Albany's events and attractions. They will give directions clearly and concisely to locations throughout the community. He/she is organized, reliable and punctual. This person will strive to be an integral part of the overall AVA team, as well as represent the Albany Visitors Association well with partners in the community. This person will have effective oral and written communication, must be proficient in Microsoft Office & social media platforms and able to learn new programs with ease. Will require some weekend and evening work.

Salary range \$37,000-\$39,000 - commensurate with experience and qualifications.

Submitted materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation, including a criminal check and reference checking.

Applicants who were not selected will be notified once the position has been filled.

All those interested AND qualified for this position must submit an updated resume clearly demonstrating experience to: OED_MidValleyBusinessReps@employ.oregon.gov. In the subject line of your email include job title and job listing number.