



## JOB DESCRIPTION

A DIVISION OF THE BOISE METRO  
CHAMBER OF COMMERCE

**Job Title:** Tourism Coordinator

**Reports to:** Executive Director

**Job Classification:** Full-Time, non-exempt

**Summary** - The Tourism Coordinator will provide administrative and project support to the Executive Director and other duties for the Visit Boise team as assigned.

### **Job Duties and Responsibilities:**

- Plan, organize, schedule, and coordinate Board of Directors meeting including applicable follow-up reports and annual onboarding process new board members
- Coordinate sponsorship contracts for sponsored events
- Develop and maintain CRM partner database
- Create and maintain information lists for meetings/conventions/event inquiries
- Coordinate presentations, monthly and quarterly sales reports and data content development with Executive Director and Director of Sales
- Oversee relationship with strategic partners
- Plan engagement opportunities with community hospitality stakeholders within the hospitality community including the organization and promotion of quarterly Destination Boise meetings
- Track Annual renewal contracts including new bids with external partners
- Assist with Visit Boise Culture & Belonging board committee and coordination
- Assist with grant writing, research, grant budgeting and quarterly reports
- Stay current on industry trends, and submit award nominations/recognition for the organization
- Coordinate and track related expenses, invoices, and payments
- Oversees and coordinates projects such as Airport Welcome partners, strategic plan process, team recognition events, and other special projects as assigned
- Provide support to Convention Services for conventions as needed
- Provide coverage to the Information Center and Front Desk Reception when the Gift Shop Coordinator is out on PTO and other times as needed
- Other duties as assigned

### **Required Skills and Abilities**

- Ability to effectively perform in a fast-paced, results-oriented work environment assuming personal ownership and accountability for projects, goals and outcomes
- Strong computer skills including Excel, and PowerPoint (Microsoft 365 a plus)
- Excellent interpersonal communication skills
- Strong writing skills (including business writing)
- Ability to effectively develop and maintain strong working relationships with internal and external partners
- Must have strong business ethics and confidentiality

- Planning, organizing and project management skills
- Ability to manage multiple projects simultaneously
- Maintain a valid driver's license

***Education and Experience***

- Associate degree or greater in marketing, communications, public relations or related field preferred and/or two plus years of relevant working experience

***Physical Requirements:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand; sit at a desk and work on a computer for prolonged periods; and talk or hear. The employee is occasionally required to participate in physical activities, such as local site visits. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
President & CEO

\_\_\_\_\_  
Date