



Graham Chamber of Commerce and Convention and Visitors Bureau

Position: Convention & Visitors Bureau Manager

Reports To: Chamber of Commerce and CVB Chief Executive Officer (CEO)

Status: Full-Time

Salary: Compensation Based on Experience

Benefits: Paid Time off, Paid Holidays, Monthly Insurance Stipend

Summary of Position

Under the direction of the Chamber CEO, the CVB Manager will work to strengthen Graham's image as a destination for tourism, meetings, conventions and events. Develop and design dynamic marketing material to promote the city of Graham as a destination, increasing leisure and business travel to the city and increasing occupancy at area lodging establishments. Work with meeting planners, event coordinators and hotels to bring tourist groups to Graham to stay overnight and perform day to day duties to ensure a vibrant and active CVB program for Graham.

Major Job Responsibilities:

- Work proactively with meeting planners, event coordinators and group leaders to bring people, groups and organizations to Graham.
- Work with hotels/motels (site visit once per week) to book blocks of rooms for conventions and events.
- Executive annual marketing plan based on set goals and budget.
- Oversee, track and manage distribution of visitor fulfillment packets
- Maintain and report tourist and visitor statistics.
- Work with publishers and others to place information in magazines, newspapers and other publications.
- Update and maintain web page promoting Graham.
- Provide oversight of social media platforms including comments, messages, posts, etc. Maintain a monthly social media calendar.
- Issue press releases/packets for the CVB.
- Plan, organize, manage and executive Food Truck Championship of Texas (and/or additional events under the direction of the CEO).
- Provide outreach and support to conventions and events.
- Interact with public, businesses professionals, and government officials in the community.
- Analyze collection of the hotel occupancy tax and monitor budgets.
- Work cooperatively with other employees, businesses and agencies.
- Assist with development of yearly work plans and budget and reporting to the CVB advisory board on a routine basis.
- Perform duties other than those listed at the direction of the CEO.
- Relieve/support front desk when necessary.



Minimal Requirements/Performance Standards Required:

- A Bachelors or Advanced Degree from an accredited college or university in marketing, business, recreation, communication or travel and tourism is required. Other degrees may be considered upon review of transcripts and courses completed.
- Be able to effectively communicate both written and orally, and have good presentation and public speaking skills.
- Good organizational and great people skills.
- Ability and willingness to make decisions.
- Ability to efficiently handle multi-tasked operations.
- Ability to maintain high level of confidentiality.
- PC and word-processing experience (to include Microsoft Word, Excel, Access and Outlook).
- Must be able to handle extensive sitting, walking, standing and occasional lifting up to 25lbs.
- Ability to work flexible work hours other than a typical work day (M-F, 8-5) in assisting with conventions and events. Some overnight and day travel may be required for trainings.
- Must supply and operate a vehicle on a mileage reimbursement for authorized travel and must maintain a satisfactory driving record, insurance and appropriate license.

PREFERRED Requirements/Performance Standards:

- Minimum of two years work experience in convention, visitors, hospitality, destination marketing, or communication industries.
- Strong experience in graphic design. Knowledge of Adobe products such as Photoshop, Illustrator or InDesign.

Graham Chamber of Commerce and Convention and Visitors Bureau is now hiring!

Convention and Visitors Bureau Tourism Coordinator – Full-time

Seeking a creative candidate with excellent people and organizational skills to manage the Convention and Visitor Bureau Program for the Chamber of Commerce. A bachelors or advanced degree in marketing, business, communication or tourism is required. Experience in the tourism and/or hospitality industry is a plus. Position is for full time, salaried employment and includes paid time off and a monthly insurance stipend.

A copy of the full job description available at the Graham Chamber of Commerce. To apply, submit resume and cover letter via email to Krisa@grahamtexas.org.