



Office Administrator/ Social Media Specialist

Part Time

April 2021

Reports to Executive Director

Qualifications:

(Minimum Requirements) Comprehensive Word Processing and general administrative support skills. Good Communication skills. Ability to portray a professional image. Ability to work as a team with Visit Bemidji staff, and members of the community. Strong organizational skills.

Job Summary:

The Office Administrator will coordinate office activities and operations while providing clerical and administrative support to both the Executive and Assistant Visit Bemidji Directors. Will also provide additional support for conferences, tradeshow, and special events. In addition, the position a key player in fulfilling the mission of Visit Bemidji.

Job Functions:

- Scheduled Tuesday-Thursday for total of 15-25 hours weekly with flexibility
- Answer phones, take messages
- Manage Outlook meeting scheduler
- Handle all information requests
- Take minutes during monthly Board Meetings
- Website updates
- Cover breaks and other assistance in Tourist Information Center
- Provide on or off-site FAM tour to new hotel staff 1x per Quarter (Hotel would commit to pay wage for their staff member)
- Follow up with Inn Keepers after each event to confirm # rooms booked and then provide Economic Impact to VB Board at monthly board meeting
- Input Meeting and other Data into IDSS
- Assist in creation of event proposals
- Social Media research, posting and advance scheduling
- Compile materials and create info/promo packs and gift baskets for groups
- Manage promo supply and office supply stock