

The Greater Pickens Chamber of Commerce is accepting applications for a Visitor and Tourism Assistant. We are seeking applicants who are dynamic and energetic with communication skills to greet and engage visitors, and inform them of Pickens County attractions, events, amenities and services. The ideal candidate is highly motivated, personable, articulate with excellent communication, computer and writing skills. This position will require up to 15 hours per week depending on work load, events, and Director scheduling.

Position Responsibilities

Visitor Center:

- Perform visitor center duties in an efficient, professional and courteous manner
- Greet visitors, answer questions in a positive, welcoming and informative manner and provide information on the area attractions and businesses to help people explore Pickens and the surrounding area
- Answer visitor phone and email messages and prepare visitor packages for mailing
- Demonstrate a strong knowledge of Pickens County's businesses, recreational opportunities and attractions such as the scenic Hwy 11, fishing, camping, trails, history and events.
- Organize and restock information at the visitor center
- Assist in gathering visitor data and information via sign-in
- Maintain effective communication with the Director and assist with any administrative support and additional requirements that may come up from time to time
- Professionally represent The Greater Pickens Chamber of Commerce in the community, and develop and maintain a positive working relationship with the community

Tourism/Marketing:

- Assist with chamber event planning and implementation
- Assist with our online marketing promotions and advertising, including social media and web marketing, tourism event web-listings, google analytics
- Update our tourism website www.explorepickens.com as needed to stay current
- Stay up to date on local and regional tourism travel trends, social media and marketing trends.

Qualifications/skills required:

- Customer Service experience preferred.
- Organized, professional and able to maintain confidentiality.
- Interested in and knowledgeable about Pickens County attractions.
- Pleasant attitude with excellent customer service, and communication skills.
- Experience with Microsoft Office, navigating websites and social media platform

The Greater Pickens Chamber of Commerce is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, citizenship, disability or age. We assure you, the applicant, that your opportunity for employment depends solely on your qualifications.