



Administrative Assistant - Tourism

Salary Range: 15

Annual: \$32,292 - \$ 38,751

Hourly: \$15.52 – \$18.63

JOB SUMMARY

Under supervision of the Downtown Development/Tourism Director. Provides administrative support to the Downtown Development/Tourism and Marketing teams including website content management and social media content development. Interacts with the public and vendors. May work weekends and after hours as needed.

PRIMARY DUTIES

- Develops hotel and Main Street reports.
- Responsible for Lights of Ennis and Main Street Board agendas, minutes, and other preparation.
- Sponsor, board member and stakeholder correspondence/scheduling.
- Works alongside the Marketing Manager to plan and develop content for Visit Ennis social media platforms, following brand guidelines and brand voice.
- Manages the Visit Ennis website and Ennis Y'all mobile app to ensure content is accurate and refreshed regularly.
- Organizes and maintains event/tourism assets.
- Greets visitors and serves as Tourism receptionist.
- Processes invoices and maintains billing spreadsheet.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Marketing, Hospitality Communication, or related field or prior work experience in a related position.

Desired Skills:

- Working knowledge of social media and digital administration tools.
- Organization, planning and time management.
- Creative and professional writing/reporting.
- Friendly, approachable demeanor; ability to reflect Ennis' brand as a forward-facing ambassador.
- Team player who is proactive, flexible, results-oriented, and comfortable in a changing environment.

TO APPLY

Download City of Ennis application online at:

<https://www.ennistx.gov/departments/HumanResources/jobs>. Submit completed application to Human Resources at 107 North Sherman Street, Ennis, TX 75119. Completed applications may be e-mailed to humanresources@ennistx.gov or faxed to (972) 875-2301.

POSITION OPEN UNTIL FILLED