



---

## Welcome Center Manager

Jonesville Tourism Development Authority

Hiring Salary Range: \$36,509-\$51,513

*Work Schedule/Requirements: 40-hour week scheduled Saturday-Friday 10am-6pm with rotating weekend schedule*

### Job Position Summary:

The Welcome Center Manager is responsible for overseeing the daily operations of the Jonesville Welcome Center and promoting the town as a tourist destination. This position requires a dynamic individual with strong leadership, customer service, and communication skills. The role requires a comprehensive understanding of tourism initiatives and the ability to collaborate with local, regional, and statewide organizations.

### Duties and Responsibilities:

- Management or team lead experience
- Customer service and public relations
- Knowledge of the tourism industry (promotional & publicity media, economic impact, and local, regional, and statewide organizations' responsibilities)
- Strong interpersonal skills to interact with visitors while discussing tourism information
- Public speaking skills & thorough knowledge of office practices & procedures including operation of office equipment such as computers, copiers, faxes, scanners and calculators
- Basic proficiency in MS Word, MS Excel, internet search engines, website maintenance, Facebook, Instagram, etc.
- Physical strength to lift up to 40 pounds
- Ability to exercise independent thinking, good judgment, and initiative
- Assist in other departments as needed

### Minimum Qualifications:

- High School Diploma or GED – equivalent combination of education and experience considered
- Four years of progressively responsible work experience in sales, public relations, or other work involving public contact – or an equivalent combination of training & experience

To be considered for this vacancy, all applicants must complete an application, located online at <https://townofjonesvillenc.com/employment> or picked up at Jonesville Town Hall. Only applications that are completed in their entirety will be considered. Please note that applications with "see attached" will be deemed incomplete and will not be eligible for consideration.