

## Clay County Convention & Visitors Bureau - Tourism Director



The Spencer Chamber of Commerce and the Clay County Convention and Visitors Bureau is currently accepting applications for a part time Tourism Director (30-32 hr/wk).

Successful candidates will possess excellent speaking, writing, listening and leadership skills in addition to a positive attitude and a professional appearance.

This candidate must also possess excellent time management and organizational skills as well as be a self starter with the passion and drive to promote our region.

Primary responsibilities are to oversee the day-to-day operations of the Convention and Visitors Bureau including the arrangement of tour groups to our county attractions, recruitment of group meetings, and fulfill requests of those wishing to visit our area.

Other skills will include obtaining grant funds when available to further develop marketing strategies for the area.

Position available February 1, 2012. Position is open until filled.

View complete job description at the Chamber website: [www.spenceriowachamber.org](http://www.spenceriowachamber.org).

Please send resume and cover letter to: P.O. Box 7937, Spencer, IA. 51301.

For additional information, contact Bill Campbell, Spencer Chamber of Commerce ó 712-262-5680.

The Spencer Chamber of Commerce is an Equal Opportunity Employer.