

**JOB TITLE:** COMMUNITY RELATIONS COORDINATOR

**SALARY RANGE:** \$39,500.00 - \$50,000.00

**OPENING DATE:** November 16, 2022

**CLOSING DATE:** Until Filled

**WORK HOURS:** 8:30 AM – 5:30 PM Primarily (Minimum forty (40) hours per week with flexible arrangements, some telework for the next 3 months). Some evenings, weekends, or holidays.

**JOB SUMMARY:**

Under general supervision, is responsible for performing a variety of professional and/or technical duties in a staff capacity supporting the activities and services of the Community Relations department. Provide administrative support to the Vice President and other team members as assigned. May also assist the general public regarding the assigned department or task.

**ESSENTIAL JOB FUNCTIONS:**

- Provides a variety of duties involved in supporting the administrative operations of the Community Relations Department, which includes the Membership, Government Relations, 501c3/Scholarship Foundation, and River Walk sub-departments
- Respond to inquiries, research information, compile data, or field inquiries appropriately for department
- Compose, type, and proofread reports, letters, memos, statistical and confidential information
- Maintain calendars, schedule activities, meetings, and various events for the team
- Monitor, review, and/or draft purchase requisitions and requests for payments
- May organize and maintain filing systems and/or maintain records related to assignment
- Order supplies and amenities for department and/or event use
- Prepare information packets, ship and/or deliver as needed
- Attend key committee, board and/or departmental meetings to provide minutes or assist with presentations, as needed
- Work with the membership team to support members by assisting with onboarding, answering questions, providing member benefit information, and other duties as assigned
- Support membership team by assisting with outreach and invoicing for member renewals, new members, membership events, and CTA classes
- Maintain and update member accounts in CRM system and assist with account collections
- Support membership and River Walk events by helping prepare information and flyers, assist with event coordination and logistics, and provide staff support during events (which sometimes fall on evenings, weekends, or holidays)
- Support development and review of SOPs for membership program, CTA program, and scholarship program
- Provide general administrative assistance for the 501c3 and scholarship program
- May perform other duties as assigned

**JOB REQUIREMENTS:**

- Two (2) years of college from an accredited college or university with major coursework in Business or Public Administration or related field
- Two (2) years of general office or administrative experience

**PREFERRED QUALIFICATIONS:**

- Intermediate proficiency in Microsoft Office/Power Point Presentations and Adobe Acrobat.
- Excellent writing skills.
- Knowledge of database or CRM systems
- Event planning experience
- Grant writing knowledge a plus

**APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications, and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Courteous, professional, and service oriented.
- Outgoing, friendly, and not afraid to talk to people about subjects like bill payment.
- Knowledge of convention and tourism industry.
- Knowledge of research methods. Ability to learn research and data collection techniques.
- Knowledge of modern office practices, procedures, equipment and, depending on the individual job requirements, clerical techniques.
- Strong organizational skills and ability to communicate clearly and effectively, both verbally and in writing. Knowledge of English usage, spelling and punctuation.
- Ability to establish and maintain positive, cooperative working relationships with others.

**PHYSICAL REQUIREMENTS:** Physical requirements include visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, lifting, and walking to perform the essential functions. Working conditions are primarily inside an office environment.

To apply for this position, please send your application, EEO questionnaire, resume, and cover letter to [jobs@visitsanantonio.com](mailto:jobs@visitsanantonio.com).

Job post: [Here](#)