

Centralia Downtown Association

Welcome Center Coordinator



Job Description

The Centralia Downtown Association is seeking a part-time resource for 3 days a week (Thursday to Saturday) to staff the CDA Welcome Center and George Washington Museum. Responsibilities will include:

- Museum docent: Act as a host and tour guide for the George Washington Museum; Answer questions about Centralia's history and founder; Educate the community on local history.
- Tourist and visitor information: Staff the welcome center and answer questions to support tourists and visitors; Produce and distribute promotional and informational materials for tourists and visitors.
- Marketing and promotions: Keep social media accounts and website up-to-date with current downtown events; Promote and publicize visitor attractions and events; Write press releases for events.
- Event coordination: Partner with the Executive Director to coordinate and facilitate Meet Me in Centralia events, e.g. conferences and meetings.
- Other duties as assigned, that could include but are not limited to office administrative support, local tours, special event support.

Preferred Qualifications

- Excellent written and verbal communication skills
- An interest in local history and historic preservation
- A passion for our historic downtown and a desire to be a part of it
- One to three years relevant work experience with volunteer or non-profit organizations
- Experience with managing social media accounts, i.e. Facebook, Instagram, Twitter
- Experience managing content on a Wordpress site
- Experience with the Microsoft Office Suite, i.e. Word, PowerPoint, Excel
- Experience using Google Docs

Compensation

\$12.00/hour DOE

How to Apply

Submit resumes to the Centralia Downtown Association 328 N Tower Ave, Centralia, WA 98531 or ApplyCDA@gmail.com

Deadline: March 30, 2018

It is the policy of the Centralia Downtown Association to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.