



VISITWOODSTOCKGA

## MEETING & GROUP SALES COORDINATOR

This **part-time** position's primary responsibility is to organize, coordinate and direct the operations and programs required for servicing meetings, conventions/trade shows, reunions, customer visits and FAM trips. To develop a business relationship with meeting and event planners as well as local hotels and service providers to address the requirements of both sides in order to capture the business.

*Note: This role will work an average 25 hours per week.*

### **Job Responsibilities:**

- Organizes and conducts site visits of Woodstock area facilities for meeting planners, often also recruiting those planners initially to the area.
- Conducts in-person or virtual site visits with planners considering travel to Woodstock. These activities may include site inspection, setting the itinerary with participating venues, facilities and/or hotels.
- Establishes contact with convention, meeting and sports planners who are scheduled to bring groups into the area and to offer them destination services.
- Attends all internal and external meetings as required.
- Maintains a well-informed working knowledge and relationships with personnel of all hotels, attractions, and services, both public and private, available in the area
- Provides input into sales and service strategies that would improve departmental productivity including creation of a CRM for lead management.
- Conducts prospect research; gathers marketing data; and analyzes forecasts.
- Research and reports on potential strategic relationships.
- Attends related events, trade shows, and conventions; assists in making arrangements; coordinates with third party event vendors; and analyzes feedback.
- Coordinates related travel plans as requested.
- Provides routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.
- Coordinates, edits, and optimizes website material concerning meetings and group travel.
- Arranges photo sessions; runs errands as needed.
- Assists with visitor center operations and exhibits.
- Attends community events as requested; represents the City/CVB at various meetings.
- Performs other duties as assigned.



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**Education & Experience:**

Requires four-year degree from an accredited college or university or minimum of 2 years administrative or sales experience in a hotel or hospitality organization; or equivalent combination of education and experience.

**Licenses:**

Requires a State of Georgia driver's license.

**Special Requirements:**

None

**Necessary Knowledge, Skills, and Abilities:**

- Must be able to prioritize, work on multiple projects at one time and meet due dates.
- Must be comfortable working with multiple supervisors at one time with varying management styles and maintain effective communications to complete projects and assigned tasks.
- Knowledge of hospitality sales methods.
- Knowledge of customer relationship management (CRM) software or systems.
- Knowledge of marketing and advertising concepts, principles, and methods.
- Knowledge of project management.
- Knowledge of modern office technology.
- Skill in communicating, both verbally and in writing.
- Skill in operating computers and job-related software.
- Ability to establish and maintain positive working relationships with City staff and management, elected officials, and outside vendors.
- Ability to conduct research, create reports, and make presentations.

**Physical Demands:**

The work is medium work and requires exerting up to 50 pounds of force occasionally, up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.



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Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**Work Environment:**

The work environment is mainly an office setting.

More information can be found at the City of Woodstock's website: [www.woodstockga.gov](http://www.woodstockga.gov).

*The City of Woodstock provides a competitive benefits and compensation package to eligible employees including paid time off, health, dental, vision, and employer-paid long-term disability as well as life insurance; an employer-paid pension plan and 457 tax deferred savings plan w/employer match; and discounted gym membership.*

**Starting Base Pay Rate:** \$23.88 per hour and based on experience and qualifications.

*Note: This role will work an average 25 hours per week.*

All interested applicants must submit a completed online application.

**[CLICK TO APPLY ONLINE](#)**

***All applicants tentatively selected for a position will be required to submit to pre-employment drug testing and background investigations prior to hire.***

***The City of Woodstock is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.***

**E-Verify:** In accordance with state and federal law, this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo



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screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

[CLICK TO APPLY ONLINE](#)