



Hattiesburg Tourism Commission Seeks Part Time Tourism Ambassador

The Hattiesburg Tourism Commission works with a multitude of partners and organizations to effectively position and promote Hattiesburg as a tourism destination for both business and leisure travel. As Mississippi's third most visited city, Hattiesburg's tourism economy yields \$275 million a year in direct visitor spending and employs more than 4,200 individuals in various hospitality and retail sectors.

To fully support the growth and development of Hattiesburg as a premier tourism destination, VisitHATTIESBURG is seeking a part-time Tourism Ambassador to join its team.

The Tourism Ambassador will serve as the first point of contact for visitors and groups to Hattiesburg. The successful candidate will have a passion for Hattiesburg and a knowledge of the amenities available to visitors. In addition, the Tourism Ambassador will assist with fulfillment of Red Carpet Services offered by VisitHATTIESBURG for groups.

The position will report to the Director of Sales & Visitor Services and will conduct the following job duties:

- Work with the Director of Sales & Visitor Services to fulfill orders for visitor bags, name badges and other Red Carpet Services.
- Serve as receptionist at the Visitors Center by greeting visitors in person and on the telephone.
- Sell items from the Visitors Center gift shop.
- Ensure and maintain the neatness and cleanliness of the Visitors Center.
- Keep an accurate count of visitor traffic and Red Carpet Service requests for reporting to VisitHattiesburg partners.
- Assist with booths at festivals and events as needed.
- Assist with filling brochure racks around Hattiesburg with visitor guides as needed.
- All other duties as assigned.

Position Qualifications:

- High school diploma or equivalent.
- At least one-year direct experience in customer services, retail or the hospitality industry is a plus. Strong retail background is a plus.

Skills:

- Strong ability to communicate in a clear, concise manner, both written and verbal
- Strong organizational and customer services skills
- Ability to work with a team as well as the ability to complete projects independently when necessary
- Computer skills including Microsoft Office Suite and Google Docs/Forms is a plus
- Energetic, creative, and dependable

Additional Position Requirements

- Weekend work and irregular hours may be required, and other duties may be assigned for large-scale events or promotions
- Ability to drive a vehicle and maintain a valid driver's license throughout employment

To apply for the Tourism Ambassador position, interested individuals should complete the online [form](#) by 5:00 p.m. CST on Friday, September 28, 2018.

Please include a minimum of three professional references.