

The Cayuga County Convention & Visitors Bureau (CCCVB), Cayuga County's tourism promotion agency seeks to hire an **Office Administrator** who will be responsible for clerical and administrative support to the office, the Board of Directors and the staff of the CCCVB.

The position requires independent judgment skills and thorough knowledge of the organization's policies and operating practices. Other functions of this position include office management, business and financial record keeping, project support, and responsibility for lead fulfillment and distribution of CCCVB collateral. This position is suited for a "jack of all trades" who can fill in and support the multi-faceted daily activities that ensure the CCCVB runs smoothly.

Full time, onsite (25 South Street, Auburn, NY), non-exempt: \$19.57/hour, plus generous benefits package.

High School Diploma or GED required; Associate Degree preferred in hospitality or related field; 3-5 years' experience in office management; administrative support and/or public relations preferred; Hospitality and or travel/tourism experience highly desirable.

Valid NYS driver's license and reliable transportation required; knowledge of Microsoft Office Suite (Excel, Outlook, Power Point, Publisher & Word); Common content sharing platforms including, but not limited to Zoom, Google, MS 365 document sharing, Dropbox and Social Media Applications.

CCCVB functions to increase tourism and related revenues through promotion and research-based targeted marketing and improve the visitor experience by providing data and training to local hospitality industry providers. Focused on continuously working to increase tourism and improve the visitor experience, which in turn stimulates economic growth and sustains recreational and cultural opportunities in the County; CCCVB is deeply committed to the principles of equity, diversity, and inclusiveness and strongly encourages people of color, women, individuals with disabilities, and all identities to apply.

Interested in this rewarding opportunity?

Send resume and cover letter to:

melodyscny@gmail.com or

Melody Smith Johnson

128 Genesee Street, Suite 100

Auburn, NY 13021

Visit: www.tourcayuga.com to learn more about CCCVB