

VISIT SUN VALLEY

160 Sun Valley Rd N, Ketchum, ID 83340 | visitsunvalley.com | 208.725.2103

JOB TITLE // Office Manager - Executive Assistant

ABOUT VISIT SUN VALLEY

Visit Sun Valley is a 501c6 nonprofit destination marketing organization for the Ketchum-Sun Valley area and greater Wood River Valley region. Our mission is to raise awareness of Sun Valley as a mountain resort community by attracting like-minded consumers and managing a mindful experience with the priority to increase visitation from our valued guests. Our purpose is to create a better life for our mountain community and better experience for our visitors through sustainable tourism with the strategy of right place, right message, right time.

ABOUT THE ROLE

We are looking for someone who can support and report dually to our Executive Director and Marketing Director to assist the entire [Visit Sun Valley](http://visitsunvalley.com) team in the day-to-day management of the entity. You will be responsible for overseeing the organization's daily administrative operation and its governance while assisting each area of responsibility. Much of this role will revolve around fixed tasks while each week will also come with new and varying opportunities.

To be successful in this position, the candidate should be organized, self-motivated, adaptable, and willing to learn. Someone with an inviting attitude that thrives in a dynamic, always-changing environment that likes to have fun and appreciates the value of the Sun Valley area would be a great addition to the team.

PRIMARY RESPONSIBILITIES

- Stakeholder & External Group Meeting Management:
 - Schedules, drafts agendas, establishes locations, takes minutes, by-laws, monitors seats, remembers key anniversary dates, and provides follow-up communications including action items and next steps.
- Office Operations and Associated Services:
 - Maintains and coordinates all organization governance, obligations, timelines and deliverables.
 - Manages all contract for services key dates, reports, updates and notices.
 - Aids in organization's accounting including budgets, forecasts, monitoring variances and cashflow.
 - Schedules appointments, maintains planning calendars and coordinates staff meetings.
 - Prepares communications, such as memos, agendas, meeting minutes, emails, invoices, reports and other correspondence.

ADDITIONAL RESPONSIBILITIES

- Assists as needed for all other aspects of organizations functions, including but not limited to marketing, public relations, visitor information questions and requests.
- Oversees the operation of the online lodging reservations and relationships with third-party vendor (presently ski.com), online reservations system point of contact to ensure budgetary goals are met, the guest experience is favorable and the business community is fairly represented and produce reconciliation reports.
- Works with the marketing team to build an understanding of the various visitor and advertising tracking metrics and reporting.
- Coordinates consumer research locations, pertinent questions, and acts as the point of contact in the execution of data gathering.
- Vendor relations liaison acting as the point of contact to coordinate and manage agreements.
- Website management including managing, updating and loading content for business listings, calendar of events, and more.
- Special projects as assigned.

JOB QUALIFICATIONS

- Bachelor's degree or equivalent training or experience required.
- Self-motivated with the ability to work autonomously as well as with the entire team.
- Effective time management with proven ability to manage multiple projects and work with a high level of efficiency.
- Strong copywriting, editing and written communication skills with attention to spelling, punctuation and vocabulary.
- Detail oriented with proven ability to prioritize, organize and plan work-flows with multiple team members while meeting deadlines.
- Excellent interpersonal skills, highly collaborative, can build rapport and credibility quickly.
- Passion and energy for the outdoor and mountain lifestyle. Must be a minimum intermediate level skier or snowboarder.
- Able to work weekends and evenings on occasion, some travel may be required.
- Experience working with a with board of directors and nonprofit inner working.
- Knowledge of website management and content creation an asset.
- Strong presentation and interpersonal skills, with the ability to motivate and drive collaboration amongst stakeholders.
- Proficiency with QuickBooks, Excel, and WordPress is a plus.

VISIT SUN VALLEY

160 Sun Valley Rd N, Ketchum, ID 83340 | visitsunvalley.com | 208.725.2103

PROFESSIONALISM // STANDARDS // ETHICS

- Perform all duties and responsibilities in a timely and effective manner in accordance with established company policies.
- Model professional standards for organization timeliness, accountability, professional and accurate correspondence, professional demeanor and respectfulness.
- Exemplify standards and ethics as defined by Sun Valley Marketing Alliance (Visit Sun Valley).
- Effectively perform other duties as assigned.
- Maintain professional and technological knowledge by attending educational workshops; reviewing professional publications, establishing personal networks; participating in professional societies.

WHAT YOU CAN EXPECT

This is full-time year-round positions averaging 40hrs per week. With full paid health insurance, 401k benefits and paid time off. This position also has room for growth and advancement in tasks.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Position requires an individual with ability to navigate computer while on the phone.
- Frequent speaking, listening, sitting, use of hands/fingers across keyboard or mouse, handling other objects, long periods working at a computer with adequate breaks
- Service center environment with moderate noise level due to representatives talking, computers, printers and floor activity

VISIT SUN VALLEY is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state or local law.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. **VISIT SUN VALLEY** reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Please email resume and cover letter to ray@visitsunvalley.com.