The Tourism Department of Beaver County is searching for a Part Time Administrative Assistant.
This is a grade 4 union position with a pay rate of $12.31/hr.
The discretion of the Board of Commissioners will determine when the position will be filled.

Administrative Assistant Responsibilities

- Minimum of two years office experience
- Must be proficient in Microsoft Office applications
- Must possess strong knowledge/familiarity of Beaver County, residency preferred
- Must be familiar with Tourism's Website and Facebook Page
- Proficient in all social media platforms
    - Facebook, Twitter, Snapchat, Instagram, YouTube
- Must have a positive and friendly outlook, outgoing, self-motivating, ask questions when needed for clarity and be able to problem solve/work with minimal direction
- Must be a team player
- Must have willingness to attend events and post photos instantly to Social Media platforms to encourage attendance
- Must have willingness to staff information tables at events inside and outside the county
- Must be flexible in weekly schedule
- Must be able to follow instructions given by Director and Marketing Coordinator
- Must be proficient in proof reading and editing
- Maintains information/data in spreadsheet format
- Ability to create and distribute monthly newsletters once approved
- Coordinates Advisory Board Meetings
    - Sends notice and reminder
    - Confirms attendance
    - Prepares meeting information packets
    - Takes Minutes and prepares a Meeting Outline
    - Coordinates luncheon
    - Responsible for set-up and clean-up
- Coordinates Annual Meeting and Partnership Meetings
    - Sends notice and reminder
    - Confirms attendance
    - Assists with meeting packet preparations
    - Prepares a Meeting Outline
    - Coordinates location and luncheon
    - Responsible for set-up and clean-up

- Provides Customer Service
    - Answering Department phone lines
    - Greeting Visitors to the Tourism Department
    - Answering Visitors inquiries both by emails and phone calls
    - Mailing Visitors requests for information packets
    - Assisting Visitors with directions and information
- Responsible for the Coordination of the distribution of our Attractions Guides
    - To all PA Tourism Bureaus
    - To all Welcome Centers
    - To all partners, local and non-local
    - To all AAA's in PA & Ohio
    - Maintain positive relationships with all of the above
- Responsible for posting event fliers, information on Bulletin Board and upkeep
- Responsible for ordering and stocking of all office supplies
- Responsible for Accounts Payable/Receivables
- Responsible for maintaining budget, purchase order requests, budget transfer requests
- Keeps abreast on local and non-local Tourism related events, activities and news
- Verifies accuracy for our paid advertisements in newspapers, magazines and online
- Keep information racks stocked
- Manages and maintains departments facilities and equipment
- Keep updated history files and archive ad materials by scanning and file creation
- Responsible for inputting and updating all of Beaver County's events on multiple websites
- Assist Director and Marketing Coordinator as instructed
- Other duties as assigned

To apply for this position please view Beaver County Careers on the county's website at http://www.beavercountypa.gov/Pages/Employment.aspx or apply in person at the Beaver County Courthouse Human Resources Office.

Please complete the application and attach a current resume.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.