

Tourism Relations Manager
(Full-Time)
Ruther Glen, VA

Virginia Tourism Corporation is seeking a Tourism Relations Manager for its Virginia Welcome Center at Ruther Glen. The center is open 7 days per week from 8:30am to 5:00pm. The Tourism Relations Manager will manage the daily operations and administrative responsibility of the welcome center; supervise staff; provide comprehensive travel information and assistance to the traveling public; and serve as a liaison with members of the Virginia tourism industry.

Skills:

- A strong knowledge of Virginia's travel product, roads and highway system and travel industry experience is preferred
- Excellent communication and interpersonal skills
- Ability to effectively interact with staff and co-workers, tourism industry, local and state government officials and public at large
- Public speaking experience is a plus
- Solid experience in management and supervision
- Instill an environment that cultivates superior customer services
- Must be able to work independently as well as within a team environment
- Must exercise sound judgement in decision making
- Proficiency in Microsoft Office, especially Excel, is a plus
- Work schedule flexibility is a must, as holiday and weekend work required
- Overnight travel to Virginia destinations is required
- Must have physical ability to lift up to 30 pounds

Experience:

- Bachelor's degree preferred; with courses in management, communications, and/or hospitality preferred
- 5+ years relevant experience required, with at least 2 years' experience in the hospitality industry preferred

All candidates must apply through our website <https://www.vatc.org/administration/employment/>. A valid driver's license is required. Salary Minimum: \$41,100. Application deadline: February 11, 2022.

VEDP is an Equal Opportunity Employer. All applicants are considered for employment without regard to race, sex, color, national origin, religion, sexual orientation, gender identity or expression, age, veteran status, political affiliation, genetics, or against otherwise qualified individuals with disabilities. It is VEDP's intent that its employment and personnel policies and practices conform to all applicable federal, state, and local laws and regulations regarding non-discrimination and affirmative action. Applicants requiring more information or requiring assistance may contact VEDP Human Resources at 1-804-545-5634 or vedphr@VEDP.org. TDD 1-800-828-1120.