

CITY OF AMERICUS

Marketing/Business Internship Description

Division/Department	Americus & Sumter County Tourism Council Inc.		
Location	Americus Welcome Center located within The Windsor Hotel in Americus, Georgia		
Job Title	Marketing/Business Intern (credit hours only)		
Reports to	Angie Singletary 101 West Lamar Street Americus, GA 31709 229.924.4411 Angie.singletary@cityofamericus.net	<i>Title</i>	Downtown Development Director/ Interim Tourism Director

GENERAL DESCRIPTION

To help provide a warm and friendly environment by greeting visitors, distributing information and brochures, and other administrative duties as needed and desired.

Serves visitors by greeting, welcoming, and directing them appropriately.

JOB DESCRIPTION

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by providing brochures, maps, flyers, and verbal information.
- Maintains cleanliness of the Welcome Center.
- Assists with public and media relations for advertising purposes.
- Receives money in payment of merchandise sales or other fees/services. Records those transactions and issues receipts.
- Tabulates inquiries and visitation counts reflecting customer activity at the Welcome Center.
- Operates cash register, postage machine, general office equipment, or other equipment as necessary to complete essential functions.
- Receives phone calls and mail for the Tourism Director and relays that information as necessary.
- Performs other related duties as required.

QUALIFICATIONS

- Possess strong verbal communication skills.
- Be comfortable initiating conversations with visitors.
- Proficient in Microsoft Word, Power Point, and Outlook.
- Technology-savvy, experience using social media sites.
- Show a friendly, positive manner and enjoy contact with individuals of all backgrounds.
- Demonstrate a willingness to keep current with community events and happenings.
- Responsible, outgoing willingness to take initiative.
- Must have a general base knowledge of Americus and Sumter County.
- Any work or volunteer experience is a plus.

TRAINING & SUPERVISION

- Intern will be supervised and trained by the Interim Tourism Director and other Welcome Center staff.
- Time sheets will be filled out weekly and turned into the Interim Tourism Director
- Evaluations will be completed throughout the internship in order for the intern to gain credit within his institution.