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
Title  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.