

Job Title: Program Assistant, Wind River Visitors Council**Starting Date: Flexible****Reports To: Executive Director****Location: This is a countywide position based in Lander, Wyoming****Status: Part-time, hourly (10 hours per week)****Summary**

The Wind River Visitors Council's mission is to stimulate tourism by increasing awareness of, and encouraging visitation to, the unique destinations, activities and events in Wind River Country. The organization was established in 1989 and is funded by the local lodging tax.

Essential Duties and Responsibilities

- Act as an ambassador for visitor-related services.
- Promote destination highlights and promote seasonal events and tourism showcases.
- Assist the Executive Director with the Wind River Visitors Council's grant programs.
- Assist the Executive Director with special projects.
- Perform administrative tasks as needed.
- Graphic design and/or blog posts.
- This position requires occasional countywide travel.

Requirements

The candidate will be passionate about Fremont County and the Wind River Indian Reservation (branded as Wind River Country), the world-class tourism features in Wind River Country, be an ambassador of the Wind River Visitors Council's values and mission and possess the following qualities:

- Attention to detail.
- Strong organizational skills.
- Excellent verbal and written communication skills.
- Ability to multitask.
- Previous experience with a Destination Marketing Organization (DMO) or Convention & Visitors Bureau (CVB) or relevant customer/visitor service is preferred.
- Bachelor's degree or equivalent experience.
- Experience utilizing Google Workspace, Word, Excel and Keynote/PowerPoint.
- Previous experience with grant administration and community projects is preferred.
- Website and graphic software experience utilizing WordPress and Adobe Creative Suite products is preferred.
- Social media administrative experience is a plus.
- The ability to work both independently and as a team.

Compensation

\$20 to \$22 per hour, depending on experience. This is a part-time position (10 hours per week).

To Apply

Send a cover letter and resume to hwilson@windriver.org. Open until filled.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as established to meet the ongoing needs of the organization. Wind River Visitors Council is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, marital status or status as a U.S. Veteran.