

Clinton Visitor Center  
Part-Time Administrative Assistant  
Job Description

Position Title: Administrative Assistant

Reports to: Director of Clinton Visitor Center

Overview of position: The Administrative Assistant will assist the Director with the following at the Visitor Center: Daily business operations, update/maintain social media websites, and planning/executing special events. Some weekend hours will be required as needed to be with a volunteer on the center's weekly coverage schedule.

Job Responsibilities:

- Assist in daily customer service to all visitors by greeting, sharing travel information, offering brochures, and answering questions.
- Assist in welcoming new residents to Clinton with a welcome packet and maintain packets.
- Maintain the travel brochures displays by ordering and organizing.
- Maintain the monthly data on excel for visitor counts by states and countries.
- Maintain the map of visitors by states and countries
- Maintain daily email correspondence with visitors requesting information on Clinton.
- Assist with external communications as press releases, emails, online calendars, and social media websites.
- Attend and assist with special events coordinated by the visitor center.
- Assist in maintaining museum displays and catalog museum items on loan.
- Assist in the efforts to attract visitors to the center and Clinton by scheduling local group tours.
- Participate with volunteers on weekend shifts each month as needed.
- Assist in overseeing cleaning and maintenance of facility as needed.
- Perform other duties as assigned by Director of Clinton Visitor Center.

Job Requirements:

- Excellent customer service skills
- Excellent oral and written communication skills.
- Knowledge of the City of Clinton and surrounding area in order to help visitors.
- Good computer skills, including Word, Excel, PowerPoint and other current software.
- Marketing, public relations, graphic design skills are complimentary to position.
- Excellent organizational skills, time management, and quality of work.
- Ability to work with volunteers on a professional level

Education and Experience:

- College degree with one to three years' experience or equivalent combination of education and experience.