

CITY AND BOROUGH OF WRANGELL

Convention & Visitor's Bureau Assistant

The Wrangell Convention & Visitor's Bureau is currently accepting applications for the position of **Convention & Visitor's Bureau Assistant**. This position is open until filled and the first review of applications will begin on September 3rd. This is a temporary, part-time, non-benefitted position, estimated to last until December 31, 2020.

The 2021 Travel Planning season begins annually in the fall and the Wrangell Convention and Visitor Bureau (WCVB) needs a variety of assistance to implement various components of the marketing plan developed in response to the COVID-19 pandemic impacts to tourism. This position will be working in City Hall but may also have the ability to work remotely as needed.

Applicants for this position will be knowledgeable about Wrangell, personable, and willing to visit businesses to communicate with them about ad sales and brochure development. They must also be able to develop a social media presence across multiple platforms and enhance the CVB website. Additionally, they will assist with the office reviewing COVID-19 Community Assistance Grants, data input, financial reporting, and customer service.

Applications and job descriptions may be obtained at City Hall. To apply, submit a cover letter and resume along with the CBW employment application to Aleisha Mollen at City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929 or via email at amollen@wrangell.com.

The City and Borough of Wrangell is an Equal Employment Opportunity Employer.

Lisa Von Bargaen
Borough Manager

KSTK: Please announce through September 4th
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