



Job Title:

Website & Communications Coordinator

Organization Description and Position Purpose:

Josephine County Visitors Association (dba Visit Grants Pass) is the official destination marketing organization for Grants Pass and Josephine County. This position will be instrumental in coordinating the varying levels of marketing outreach to potential visitors in Grants Pass and Josephine County. You will get to mix your creative and organizational skills both creating and collaborating on marketing materials ranging from the Travel Grants Pass website, visitor guide and e-newsletters.

Compensation: Full-time benefitted position including health insurance/stipend, retirement match after 6-months of service

Salary Range: \$45,000 - \$50,000

Office Structure: The JCVA office allows for a hybrid schedule of part-time in the office (3-days/week) and part-time work from home (2-days/week).

Job Duties and responsibilities:

- Maintain & create content on visitgrantspass.com
- Manage phased website improvement plan from 2022 Audit
- Maintain compliance with website security and privacy
- Coordinate shared content calendar for Visit Grants Pass marketing, PR and social media
- Support production of annual Visitor Guide
- Manage list of visual content needs for photo and video production
- Produce monthly and quarterly reports for the website, social media, and marketing programs
- Create and manage consumer & industry e-newsletter program

Other program duties:

- Support coordination of board of director meetings
- Create and manage industry facing website or landing page
- Occasional travel and work beyond typical business hours required

Required qualifications

- High School diploma or equivalent such as GED

- Bachelor's degree computer science, communications, marketing, or business, OR 3-years' experience working in a similar position
- Marketing and copywriting experience
- Experience with Microsoft office suite
- Experience in WordPress and email newsletter programs
- Experience with Adobe Creative Suite

Preferred qualifications:

- Experience with the travel and tourism industry
- Knowledge of HTML, PHP and Java Script
- Live within Josephine County is preferred, but a commutable distance to Grants Pass is also acceptable

Working Conditions:

Josephine County Visitors Association primarily works from a traditional, indoor temperature-controlled office environment. Office space and parking provided. JCVA operates with a hybrid schedule with some workdays each week from home. There will be times staff is expected to work outside normal operating hours and indoor temperature-controlled office conditions. The JCVA office space is ADA accessible.

JCVA is an Equal Opportunity Employer:

The Association recruits, hires, retains and promotes employees without regard to race, religion, color, national origin, sex, age, marital status, sexual orientation, mental or physical disability, or any other status protected by Federal, State, or local laws. The Association endeavors to hire the best-qualified person for each position based solely on job-related qualifications.

How to apply:

Submit a cover letter and resume to Tori Middelstadt, tori@visitgrantspass.com, with subject line 'Employment Application' **by Friday, December 9th**. References will be requested during the interview process.