Marketing Coordinator

The Wisconsin Dells Visitor & Convention Bureau (WDVCB) is the official tourism destination marketing organization for the Wisconsin Dells area. A private, non---profit corporation formed in 1949, the WDVCB is funded through a combination of room tax, membership dues and advertising co---ops.

WDVCB Profile
Board of Directors Count: 24
2013 Budget: $10.8 million
# of employees: 21 full---time, 5---8 seasonal/part---time
Approximate # of members/partners: 558

Summary of Position
Assists the Director of Marketing & Communications and Communications and Marketing & Communications Manager by performing a range of administrative and marketing support duties related to the daily operations of the marketing and communications department. Coordinates various integrated marketing and communications projects and processes, interacts with all teams and departments to ensure that the collateral and other communications reflect the Wisconsin Dells brand accurately by performing the following duties.

Click here to view the Marketing Coordinator complete job description.

Education/Experience
Associate's degree (A. A.) or equivalent from two-year college or technical school; or two plus years of related experience and/or training; or equivalent combination of education and experience. Ability to effectively manage multiple projects and competing priorities.

The ideal candidate will have hospitality experience and/or background, demonstrated skills to handle a variety of assignments simultaneously, good grammar and excellent proof reading skills, plus can work under deadline pressure if needed on assignments.

Compensation
Pay commensurate with education and/or experience.

The WDVCB offers a comprehensive benefits package including medical/dental insurance, 401k, Paid Time Off (PTO), paid holidays and ADD/STD/LTD/Life Insurance.

How to Apply
Interested applicants must submit **1)** the attached application **2)** their resume to pr@wisdells.com (subject line: Marketing Coordinator Application) by 11:59 p.m. on Sunday, August 3, 2014. Incomplete applications or those received after the deadline may or may not be considered. Please honor our request of no phone calls.