



The City of Morro Bay is seeking a
**PART-TIME
MARKETING & COMMUNICATIONS
COORDINATOR**
\$16-\$20.00/hr (limited benefits)

ABOUT THE DEPARTMENT

The City of Morro Bay promotes economic and community development through tourism, destination marketing and destination development. The Tourism Department is responsible for oversight of the Transient Occupancy Tax which comes from room bookings in the city. This department manages and insures the hotelier owners that the tax collected is dedicated to the marketing and promotion of tourism.

About the Position

Under the direction of the Tourism Manager this position will help facilitate communications between vendors, stakeholders and guests. A keen eye on detail and a self-starter would be key qualities for this position. This position is a part-time position with 35 hours/week.

Typical Assignments and Duties

- Assists in the creation and scheduling of social media content
- Contributes ideas for email marketing campaigns
- Writes and edits website content
- Maintains calendar of events for the destination
- Researches and manages internal media contact lists
- Assist with hotel package deal phone calls and distribution
- Record and track marketing budget expenditures
- Archive marketing mentions, ads and promotions
- Archive marketing committee and board monthly materials and documents
- Assist Sales Department with group sales and events
- May perform other duties as required
- Create, write and publish weekly blog

Knowledge of: Current operations, rules and policies of the department; methods of public and business administration as applied to a municipality; modern office methods, machines, procedures and practices; business English including vocabulary, correct grammatical usage and punctuation; Windows based computers and related software including word processing and spread sheets; and ordinances affecting the City's operations.

Ability to: Have good verbal communication skills for daily interaction with hotels, restaurants and retailers. Perform assigned duties with supervision; make arithmetical calculations with speed and accuracy; prepare and maintain accurate and complete records and reports; understand and carry out oral and written directions; effectively meet and deal cooperatively with the public; maintain cooperative working relationships.

APPLICATION PROCESS

Applications may be obtained through the City's website www.morrobayca.us or from the City of Morro Bay Human Resource Department, 595 Harbor St., Morro Bay, CA 93442. A City job application MUST be filled out COMPLETELY and submitted to the above address or email to lgoforth@morrobayca.gov. A resume will NOT be accepted in lieu of filing a City application but may be attached as additional information.

DEADLINE TO APPLY: Thursday, July 26, 2018 by 5:00pm