

The Grayson County Board of Supervisors is offering a position for a Tourism Support Specialist/Visitor Center Manager. This position will require the ability to serve as a liaison between tourists and tourism providers. This person will work under the supervision of the Tourism Economic Development Director to promote Grayson County as a tourist destination. The ideal candidate will have the ability to communicate effectively both orally and in writing, and must be proficient using various computer programs and software. The individual in this position will maintain the tourism website, oversee the production of the Visitor Guide, post on social media, and keep the community and tourists updated on upcoming festivals and events throughout the county and region using a variety of methods. The successful candidate will serve on various local and regional tourism related committees and may be required to travel from time to time. Other clerical duties may be assigned as needed. The position is part-time – 16 hours per week.

**Requirements/Preferences**

(Required) Associate’s degree from an accredited college or university in business, communications, marketing or a related field.

(Preferred) Bachelor’s degree from an accredited college or university in business, communications, marketing or a related field.

Please submit your application and resume to Grayson County Administrator’s Office, PO Box 217 Independence, VA 24348. Deadline for submitting an application is March 9th. The position will remain open until filled.

Please direct questions to the Grayson County Administrator’s Office at 276-773-2471.

Grayson County is an Equal Opportunity Employer