

# **HELP WANTED: City of New Bedford's Tourism department is hiring for a Tourism & Marketing Manager**

**PAY: \$47,339-\$59,178**

Assists the Director of Tourism & Marketing to drive the coordination, planning, and execution of the tourism strategy. Manages the City's marketing efforts and serve as liaison to local partner organization. Assist the Tourism Director in any needs including: budgeting, payroll, invoice processing, reconciliations and other administrative duties. Assist visitors with information about the City of New Bedford either via phone, email, and social media or at events. Ability to analyze visitor data, experience with data collection and graphs.

Experience with newsletter design, word press, Google analytics, Facebook business manager, Instagram, Twitter, YouTube and Flickr. Good computer skills, familiar with Microsoft Office, InDesign and/or Adobe Creative cloud. Bachelor's Degree in Marketing, Business, Hospitality or a related discipline. Occasional weekends and evenings may be necessary. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0