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Dexter Welcome Center Hiring Coordinator

MARCH 09TH 2017 BY DEE LOFLIN

Dexter Welcome Center Hiring Coordinator **Dexter, Missouri.** The Dexter Welcome Center has a Job Opening for a Welcome Center Coordinator.

The City of Dexter is seeking an energetic, creative, part-time Welcome Center Coordinator.

The mission is to assist the City and property owners in the promotion of the Train Depot, Welcome Center and Caboose as an economic, historic and family-friendly cultural center. The candidate for this position should possess leadership and administrative skills, initiative, the ability to work well with others and develop and plan events, excellent oral and written communication skills, and strong computer skills. The candidate should be active in Historic Downtown Dexter activities and be involved with strategic planning and budgeting.

The candidate will help keep the Visit Dexter website up to date, as well as the materials on the tourism wall. Candidate will be required to work some evenings and weekends and be able to move and lift up to 50lbs.

Experience required: Candidate should be able to market, event plan and use resources at their exposure. Also, the candidate should have excellent customer service, be innovative, and be able to work independently.

Education required: High School Diploma, preferred Two year degree in Business, Marketing or Public administration.

City of Dexter is an equal employment opportunity employer.

Compensation: Negotiable with qualifications.

Reports to: Economic Development Coordinator

Application deadline: March 15, 2017 at 1:00pm

Contact: Send resume to Hillary Starnes, PO Box 21, Dexter, MO 63841 , via email at **info@dexterchamber.com**, drop off at 515 W. Market St, Suite B.

No Phone Calls

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