



FOR IMMEDIATE RELEASE

Contact:

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OCRACOKE TOURISM DEVELOPMENT AUTHORITY

SEEKS ADMINISTRATIVE ASSISTANT

OCRACOKE, NC-April 21, 2021-- The Ocracoke Tourism Development Authority is accepting applications for a year-round, part-time Administrative Assistant. 5 hours per week, 3-5 days per week, schedule flexible, but must be available during weekday business hours. Compensation: \$15 per hour. Reports to the Executive Director.

Skills required:

Candidates must have:

- Strong written and verbal communication skills.
- Ability to adhere to deadlines and be detail-oriented.
- Proficiency with Microsoft Office, the internet, including social media, email, etc.
- Ability to manage and work on multiple projects at one time.
- Minimum typing ability of 40WPM.
- Flexible schedule to include attendance at all board meetings and functions as needed.

Specific Duties

- Schedules, attends, and takes minutes at OTTDA board meetings. Assembles and distributes board meeting agendas, sends meeting reminders, and maintains RSVP file. Provides preliminary board meeting minutes to the Director within two business days following a meeting. Retains files of same.
- Maintains a formal filing system for the board.
- Ensures that all proper Board documentation and record-keeping is current.

Database Upkeep:

- Update/maintain VisitNC database.
- Maintain databases for the distribution of brochures to outside distribution locations (CVBs, all ferry locations, hotels, welcome centers, distribution service). Follow up with existing locations to determine stock; locate new distribution sites.

Asset Brochure:

- Assist in distribution of the OTTDA Asset Brochure.

To Apply

To apply for this position, send a resume and cover letter by May 5, 2021 to:

Email: info@visitocracokenc.com or mail: Ocracoke Tourism Development Authority P.O. Box 466, Ocracoke, NC 27960