



Visit Dublin GA
102 Travel Center Blvd.
Dublin, GA 31021
VisitDublinGA.org

Regional Visitors Information Center Coordinator

Job Description

The Regional Visitors Information Center Coordinator will implement Visit Dublin's strategic plan to attract travelers off major interstates, highways, and roadways in Laurens County to the RVIC and direct those visitors to attractions, events, and destinations locally, regionally, state-wide, and nationally with the primary goal of increasing revenue in Laurens County and Georgia. This position reports directly to the Visitors Center Manager.

Must be proficient in Word and Excel and be able to complete assigned tasks with minimal supervision. Multi-tasking, exceptional customer service skills, cash handling, and dependability is a must.

This position requires weekends and holiday work. The Center is open every day, weekend, and holiday except Christmas Day and Thanksgiving.

Job Duties

Maintain state standards for RVIC certification:

- Maintaining visitation counts.
- Fulfilling all brochure requirements set by the state.
- Insuring the Center meets all standards for cleanliness, signage, and ADA requirements, while insuring Center is stocked with adequate supplies.

Fulfill all visitor requests and needs in person or via email or mail:

- Visitor packages
- Leads
- Relocation requests
- Souvenir sales

Assist in the design and implementation of projects to market Laurens County:

- Brochures, maps, and other print projects
- Advertising
- Websites and other digital products
- Social media

Those interested in applying should send a resume to rebecca@visitdublinga.org