

# JOB ANNOUNCEMENT

November 8, 2017

---

**The Williston Convention & Visitors Bureau has an opening for the following position:**

## **EVENT AND CONVENTION SERVICES COORDINATOR**

### **Position Objective and Purpose:**

The Event and Convention Services Coordinator is responsible for organizing and coordinating all our CVB ran community events, as well as working with events, conventions, group tour and sport groups coming to Williston to make sure that all their needs are met to have a successful event in Williston. This is accomplished through, telecommunications, face to face meetings, attending trade shows and the servicing of various booked groups. As a team member of the CVB it is all of our responsibility to promote Williston as a destination for group and leisure travel.

**Salary Range:** \$40,000

For the complete [job announcement](#), please visit the [City of Williston](#) website.

To apply, please submit the following information:

1. City of Williston employment application;
2. Cover Letter and Resume.

Completed materials should be submitted to:

Chery Pierzina  
Human Resources Director  
City of Williston  
22 E Broadway  
PO Box 1306  
Williston, ND 58802  
P. 701.713.3802 | F. 701.577.8880  
[www.cityofwilliston.com](http://www.cityofwilliston.com)

Applications will be accepted until the position has been filled.

To be granted veterans preference, the required forms, letters or certificates must be submitted with the application.

The City of Williston does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

The City of Williston is an Equal Employment Opportunity/Affirmative Action Employer.