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Visit New Haven Part-time Tourism Manager

Location: 28 Orange St., New Haven

Website: www.visitnewhaven.com

Organization Description

The mission of Visit New Haven is to promote the Greater New Haven region as an ideal leisure and business destination to regional, national, and international markets in order to favorably impact the regional economy.

Specifically, the goal of Visit New Haven is to generate overnight business at hotels, motels or bed & breakfasts in the region, which in turn will increase business at restaurants, attractions, shops and other retail establishments, thereby enhancing the economic fabric of the region.

Part-time Tourism Manager Job Description (approximately 15 -20 hours per week)

The Visit New Haven Tourism Manager will:

- Develop and maintain relationships with constituents and maintain a current contact list
- Execute existing promotion activities and work with constituents to develop additional promotions, such as hotel/attraction/restaurant packages.
- Respond to event inquiries via Cvent
- Manage visitor guide deliveries
- Develop itineraries by area of interest
- Promote events via the website, social media and printed collateral for hotels
- Participate in social media content creation
- Develop content for consumer newsletters
- Represent Visit New Haven at industry trade shows
- Assist with Connecticut Lodging Association and Central Regional Tourism District

Qualifications and Skills Desired

Visit New Haven is seeking a professional manager with excellent interpersonal skills and extensive experience with Microsoft Office, especially Word, Excel, and PowerPoint. Excellent communication skills (verbal and written) and attention to detail are necessary for success in this role. Prior experience in the travel and tourism industry is preferred but not required.

Questions and Application

Please forward your cover letter of interest and your resume to learnmore@rexdevelopment.org. No calls please due to the volume of applicants.