



Position: Coordinator for I-70 Association

Reports to: I-70 Board President and Executive Committee

General: Part time contract position with no benefits. Employee will work from home. Attend six meetings per year. Ability to work unsupervised. Occasional support, including travel, at event outside normal contract duties. Executing and coordinating tourism marketing plans developed by the I-70 membership. Develop relationships, and work closely with I-70 community members. Confidentiality. Broad knowledge of, and enthusiasm for, the state of Kansas.

Qualifications: Microsoft Office, Word, Excel. Familiarity with design program helpful. Social media and analytic experience. A creative thinker with above average written and verbal communication skills. Well organized with a keen attention to detail and ability to handle multiple projects concurrently. Positive, friendly and outgoing.

Duties:

- Blog content and composition
- Ongoing communication with members to ensure completion of I-70 goals set forth by members
- Create and maintain contact database for promotional outreach
- Maintain current and updated content on kansas70.com website
- Social media to include Facebook, Instagram, Snapchat – including reporting analytics – follow all social media of member communities
- Execute current marketing plans as developed by the association members
- Prepare and email quarterly newsletter

The association's purpose is to achieve an increase in economic benefit to communities located along I-70 from travelers on I-70. The association will accomplish this by attracting additional travelers and by encouraging travelers to visit more communities and their attractions along I-70 in Kansas.

The association welcomes a supportive person who offers opinions, ideas and support for the mission of the association.

Email resume' with cover letter to Julie Saddler – julie@oasisontheplains.com. Email, or call Julie at 785-460-7643 for more information.