

Title: Global Partnerships Sr. Coordinator
Location: Cheyenne
Division: Global Partnerships
Reports To: Director of Global Partnerships
Position Status: Exempt
Date: October 2019



The Wyoming Office of Tourism (WOT), the only statewide Destination Marketing Organization (DMO) dedicated to growing Wyoming's tourism economy.

Global Partnerships serves Wyoming by championing the destination and brand and proactively developing relationships that will maximize the impact of new and existing partnerships. This is achieved through industry outreach strategies, direct relationships with partners selling Wyoming products both internationally and domestically, as well as continued cross-departmental collaboration with state agencies.

Basic Purpose: The primary role of the **Global Partnerships Sr. Coordinator** is to ensure operational excellence across the Global Partnerships team by managing and implementing department functions. This position will execute timelines and coordinate the efforts of the industry outreach. It is expected that this position work collaboratively with the Global Partnerships team, vendors and other internal and external teams to ensure efficient and effective projects and processes. This position reports directly to the Director of Global Partnerships.

Essential Duties:

- Coordinates and plans all international and domestic trade familiarization tours.
- Independently manages department operations including project management tools, calendars, contract needs, and vendor estimates and invoices.
- Manages and updates a leads database.
- Assists in the coordination of the Wyoming Governor's Conference on Hospitality and Tourism.
- Responsible for gathering pertinent information from Wyoming partners to be distributed during training meetings on sales missions and during tradeshow.
- Assists the Brand Partnerships Manager in gathering information for and distributing a bi-weekly newsletter.
- Solely responsible for department administrative support duties for all Global Partnerships program managers and Sr. Manager.
- Travels independently, as needed, in state and out of state for department related training needs, production assistance, and event representation.

Position Requirements

- Ability to work well independently and in a team in a manner that builds trust, rapport, and strong working relationships
- Excellent verbal, written, and interpersonal communication skills; ability to convey information in a clear, concise and meaningful manner for audiences with varied levels of expertise and at all organizational levels; knowledge of methods used to tactfully deal with the public
- Strong verbal and written communication skills, including copywriting and proofing support across departments.
- Excellent organizational and planning skills with the ability to prioritize work, set expectations, and multi-task with constant interruptions and produce consistent, quality work on time
- Working knowledge of office procedures, practices and equipment, including Microsoft Office Suite, Gmail, Google Docs, Google Calendar.
- Education and/or training equivalent to a Bachelor's degree in project management, communications, marketing or related field, plus at least two (2) years professional experience in an administrative or project management role with a demonstrated track record of applying project management best practices, successfully managing projects from beginning to end, and improving workflow efficiency and communication.



The Wyoming Office of Tourism, the only statewide Destination Marketing Organization dedicated to growing Wyoming's tourism economy, is seeking a **Global Partnerships Sr. Coordinator** to join the team.

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Full description and application are available at: www.travelwyoming.com/industry. Send application, cover letter resume and salary history to Chava Case at the Wyoming Business Council, 214 W. 15th Street, Cheyenne, WY 82001 or e-mail applications to wbc-applications@wyo.gov. Position is open until filled however application materials received by **October 24, 2019** will receive priority consideration.

Salary commensurate with experience. The Wyoming Office of Tourism is an at-will employer. This position is located in Cheyenne, WY