

Administrative Assistant/Project Coordinator

April 2017

If you like working with a talented team, being busy, having fun at work, and being part of the economic engine that helps drive the Greater Madison area, joining our creative crew could be a great fit for you!

The Company

The Greater Madison Convention and Visitors Bureau (GMCVB), and the Madison Area Sports Commission (MASC) are passionate about promoting the Madison area to visitors and locals alike. We do it by:

- Attracting new conventions, sporting events and competitions to the community
- Providing expert service and support to people who visit Madison for events
- Sharing relevant and timely information about all there is to see and do in our city
- Conducting and analyzing tourism research
- Building our local economy!

The Position

The position of Administrative Assistant/Project Coordinator is a full-time, benefits eligible position responsible for providing administrative support and management and successful completion of leadership and organizational projects by performing a variety of tasks, including coordination, setting deadlines, assigning responsibilities and monitoring and summarizing progress of multiple projects for the GMCVB and the MASC.

For more details and the job description click here [AdminAsst.ProjectCoordinator April2017](#), or visit our website at <http://www.visitmadison.com/about-us/employment-opportunities/>.

The Minimum Qualifications

- Associates Degree or Bachelor's Degree preferred.
- Three years of relevant experience in a similar role.
- Knowledge of Roberts Rules of Order a plus.
- CRM experience beneficial.
- Experience with CVB, related tourism agency, or in hospitality a plus.
- Experience and comfort level/confidence working with Board of Directors, community leaders and elected officials.
- Proficiency in MS Office Suite 2007 and/or 2010 (Excel, Access, Word and PowerPoint).
- Proficiency working with telecommunications technology: teleconferencing, AV equipment, projectors, etc.
- Proficiency in project management principles, practices and software (AceProject preferred).

Why You Should Apply?

- Creative work with supportive, collaborative co-workers
- New office space on the vibrant Capitol Square
- Generous benefits package
- Promote the Madison area
- Help grow the local economy

How to Apply

Send **cover letter with salary requirements and resume** to resumes@visitmadison.com, or by mail to:

GMCVB
Recruitment
22 E Mifflin Street, Suite 200
Madison, WI 53703

Applications will be reviewed upon receipt. Please submit your application as soon as possible for early consideration.