

## **Main Street/Tourism Assistant, City of Corsicana**

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**Job Summary:** Under the direct supervision of the Main Street/Tourism Director, the Main Street/Tourism Assistant will work full-time assisting the Director in the development and coordination of projects, events, and grants within the Main Street and Tourism Departments. The Assistant will generally work from the Corsicana Visitor Center Office and will be required to work outside of the office at downtown events. Work includes updating and collecting various forms of data, maintaining open hours for the Visitor Center Tuesday through Saturday, assisting in planning and creating Main Street events, assisting with carrying out the marketing plans set forth by the Corsicana Visitors' Bureau, preparing meeting packets for Main Street/VCB, assisting with graphic design projects and website maintenance, and other duties as assigned.

**Physical Requirements:** Must have excellent oral communication skills as required for telephone use and customer contact. Must be physically capable of operating various types of standard office equipment. Must be able to sit or stand for extended periods of time. Must be able to reach, stoop, bend, and lift up to 25 - 45 pounds.

**Other Aspects of the Job:** Must have a High School Diploma or G.E.D. Associate/Bachelor Degree preferred. Three (3) years related experience in event planning, tourism, hospitality, and/or community events. Experience with social media and web-based marketing tools preferred. Requires computer skills, knowledge of Microsoft Office Suite, and willingness to learn new software including Canva, Publisher, WordPress, and Showit website management capabilities. Must have strong organizational and analytical skills, with a passion for community and have attention to detail. Must be able to maintain positive working relationships with City departments and personnel, outside agencies, local businesses/schools, vendors, and the general public. Must have and maintain a valid Texas Driver's License. Must have and maintain a satisfactory driving record. Punctuality and regular attendance are required. Must successfully complete a one-year probationary period.

**All jobs require the applicant to pass a criminal history check, thorough background investigation, work fitness physical and drug screen.**

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### **Miscellaneous Information**

APPLICATIONS MUST BE COMPLETED TO BE CONSIDERED FOR EMPLOYMENT. A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH JOB TITLE. Applications may be submitted via "APPLY ONLINE" under "TOOLS". You may opt to print a PDF version of the application to complete offline by clicking on "DOWNLOAD APPLICATION" then return it via e-mail, fax, or mail. Applications and a full job description are also available at the Corsicana Government Center, Human Resources Office, 200 N. 12th Street, Corsicana, Texas. Equal Opportunity Employer.