

Visit Big Bend is currently accepting applications for a full-time Administrative Assistant. This position will require 40 hours per week in the BCTC office located in Alpine, TX and may include occasional weekend and holiday work and travel in the Brewster County area.

Visit Big Bend is funded by the Brewster County Hotel/Motel Occupancy tax and operates under the administrative direction of the Brewster County Judge and Brewster County Commissioner's Court. This Administrative Assistant position would be an employee of Brewster County and would need to understand and abide by the Brewster County Employee Handbook.

Visit Big Bend is seeking a qualified Administrative Assistant to perform duties under the direction of the Executive Director of the Brewster County Tourism Council. These duties include but are not limited to: answering phones, filing (both digital and paper), maintaining email distribution lists, general AP/AR, invoicing and other duties as assigned. Skills required include: familiarity with QuickBooks, good computer skills, ability to type 45 WPM minimum, good people skills, proficiency in Microsoft Office 365 software, good phone skills, office organization, familiarity with Zoom/Teams as well as various social media channels and be a flexible team player. A Tourism/DMO industry background is preferred and a good knowledge of the various areas and attractions in Brewster County is required. This position will begin in January 2023 with a salary range between \$30,000-\$36,000 depending on experience as well as a full Brewster County insurance and benefit package.

Send a resume with 3 references to: Robert Alvarez, Executive Director BCTC, PO Box 479, Alpine, TX 79831. Resumes can also be emailed to: [Robert@visitbigbend.com](mailto:Robert@visitbigbend.com). For a full job description call 432-837-3915 between 8a-5p M-F. Resumes will be accepted through December 31, 2022. EOE.