**Brewster County Tourism Council – Visit Big Bend**

**PUBLIC RELATIONS ASSISTANT: CURRENT OPEN POSITION**

***JOB DESCRIPTION***

The Brewster County Tourism Council/Visit Big Bend is currently accepting applications for a full-time Public Relations Assistant. This position will require 40 hours per week in the BCTC office and will include extensive travel throughout the year including weekends and holidays. Duties for the position include: attending trade shows representing Visit Big Bend and distributing information on the Big Bend region, overseeing Visit Big Bend’s various social media channels, researching new avenues of online marketing, assisting visiting journalists to the area and researching potential journalists for tours as well as providing reports to the Board of Directors of Visit Big Bend along with other duties as assigned. Applicants must be presentable, enthusiastic, have good communication skills, be a team player, have flexibility in work schedules, be able to travel extensively, have a dependable vehicle, lift at least 50 pounds, be able to lead hikes/tours through Big Bend and be well versed in all components of Microsoft Office with most reports requiring manipulation of Excel spreadsheets. A tourism industry background of some kind is required as well as a good knowledge of all areas and attractions in Brewster County. Salary is negotiable depending on experience and includes a full County benefit package including paid vacation, sick leave, retirement and health insurance. Email a resume with 3 references to: [JOBS@VISITBIGBEND.COM](mailto:JOBS@VISITBIGBEND.COM). This position will remain open until filled. Visit Big Bend is an Equal Opportunity Employer.