

Position Opportunity:	Destination Marketing Associate
Window of Hours:	Monday – Friday, 8:30 a.m. – 5:00 p.m. or Negotiable *Schedule to be finalized based (part-time)
Reporting Structure:	Business Growth & Service
Timeframe:	TBD

Position Purpose and Profile Summary

This internship is ideal for a student or recent graduate interested in tourism, event development, marketing, or community engagement. The Destination Marketing Associate will be responsible for a multitude of projects in the functional areas of Visit Quad Cities (VQC) and its affiliate organizations such as Sports QC Powered By Visit Quad Cities. The ideal candidate will possess integrity, strong leadership attributes, initiative, communication capabilities, and a potential interest in a career path in the destination marketing and management industry.

Visit Quad Cities Snapshot

Founded in 1990, Visit Quad Cities is the official Destination Management and Marketing Organization (DMO) for the region. We are a 501(c)(6) non-profit company and operate affiliates including Sports QC Powered by Visit Quad Cities and Friends of the Quad Cities. We have a full-time staff and a Board of Directors which guides the organization to fulfill its vision and mission as a community-based organization. Visit Quad Cities is a growth engine for the Quad Cities area attracting visitors through brand marketing and promotion, event and meeting recruitment and works alongside its stakeholders to make the Quad Cities a premier destination for visitors. We focus on economic development through tourism and enhancing the region's quality of life. Our values are centered by People, Partnerships and Personality. The Quad Cities is a dynamic multi-community region which is centrally located within a six-hour drive of 37 million people. The region has a population of nearly 500,000 and is experiencing economic development growth. Visit us online at www.visitquadcities.com to learn more.

Position Role and Accountability Description

- Assist the Business Growth and Service department with event management responsibilities including but not limited to events like the Gathering of the Green, Central States Shrine Annual Convention, National Intercollegiate Flying Association's SAFECON, and the National Street Rod Association Show.
- Assist with planning, support, and execution of sports tournaments, motorcoach groups, and other activations as defined by the Business Growth & Service team.
- Provide support to Business Growth & Service, Brand Acceleration & Engagement, Destination Partnership & Regional Initiatives, and Administration & Operations departments with projects, as needed.
- Learn and manage the organization's customer relationship management (Simpleview CRM) platform.
- Provide support, including research, itinerary building, site visits, and event logistics.

- Provide support to President and CEO on Tourism Master Plan implementation.
- Responsible for participating in organizational including team meetings, as necessary.
- Perform other tasks and responsibilities as defined by the Visit Quad Cities team.

Experience and Background Required

- Strong interpersonal and communication skills, with the ability to effectively engage stakeholders, event organizers, and community partners.
- Knowledge and/or willing to learn the Quad Cities regional destination.
- Solid communication skills, both verbal and written.
- Interest in or experience with tourism, hospitality, or sports tourism.
- Proficiency with PC's and software such as: Word, Excel, and PowerPoint.
- Strong organizational skills with the ability to manage multiple projects and priorities in a fast-paced, team-oriented environment.
- Bachelor's Degree trajectory (recent graduate or completing curriculum towards a degree).
- Can throw a baseball/softball 90+ miles per hour, has swam the English Channel, can dunk a basketball, and knows the whereabouts of Bigfoot.

Physical Requirements

- Valid driver's license with proof of insurance.
- Ability to walk or stand for long periods.
- Ability to work outside and in multiple weather conditions.
- Office: ability to lift to 20 lbs., as available.
- Events: ability to lift to 40 lbs., as available.

How To Apply

If interested in this position, please send your cover letter and resume to info@visitquadcities.com. No phone calls please.

Visit Quad Cities is an equal opportunity employer and candidates of all backgrounds are encouraged to apply for this position.