



JOB DESCRIPTION: Industry Relations Coordinator

Job Title: Industry Relations Coordinator
Department: Communications
Reports To: Industry Relations Manager
Classification: Regular, Full Time, Nonexempt
Supervisory Responsibility: No
Salary range: Starting at \$48,000, Depending on Experience

Position Summary:

The Industry Relations Coordinator is responsible for providing general support to all functions of the Industry Relations Department – the department responsible for interacting with and engaging the company’s investors and partners. S/he will assist in all aspects of the field representative (liaison) program, sponsorship program and other duties as assigned. The Coordinator will also assist in overseeing the department’s budget. S/he will take direction from Visit California’s Industry Relations Manager.

Key Duties & Responsibilities:

<u>Estimated % of Time</u>	<u>Activity</u>
30%	Provide general administrative support. Draft letters of support, invitations, thank you letters or other communication as needed. Prepare spreadsheets, agendas and presentations and take minutes at meetings
30%	Collect and process monthly commission reports from field agents. Verify reports against contracts for each field agent and identify any mistakes or missing material
20%	Track external sponsorships, program budget and Industry Relations contracts
20%	Other duties as assigned by supervisor



Essential Qualifications:

- Bachelor's Degree in business, marketing, communications, tourism or a related field preferred.
- Excellent organizational and communication skills
- Strong attention to detail and ability to follow through in a timely manner
- Ability to identify issues before they become problematic and offer innovative solutions that are in compliance with policies
- Ability to prioritize work, solve problems and organize own time with minimal supervision
- Excellent writing and editing skills
- Ability to edit and run PowerPoint presentations
- Ability to communicate and work well with others in a professional office environment
- Ability to handle multiple tasks and meet deadlines
- Personable and professional
- Knowledge of Microsoft Office products including: Outlook; PowerPoint or presentation software and a working knowledge of popular social media programs
- Strong knowledge of California and its geography preferred

**Compensation:**

In addition to a competitive salary, Visit California offers an excellent health benefit package. We also offer a fantastic PTO and holiday leave package, 401(k) plan, parking and much more!

How to Apply:

Please send your cover letter, resume, and salary requirements via e-mail to Sacramento Staffing Agency, help@sacramentostaffingagency.com.

Visit California has an organizational commitment to the principles of diversity and inclusion. In that spirit, we welcome all qualified individuals without regard to race, religion, color, sex, ancestry, gender, gender identity, sexual orientation, age, marital status, disability, national origin, medical condition, U.S. veteran/military status, pregnancy or reasonable accommodation.