



Customer Service Specialist

The Grand Haven Area Convention & Visitors Bureau is looking for an enthusiastic, self-motivated individual to assist us with the marketing and promotion of the Grand Haven area as a vacation destination!

Customer Service Specialist responsibilities assisting visitors and potential visitors with their travel planning via phone, email, internet, and in-person at the Visitors Center; maintaining and updating business and event listings on our website and partner websites; creation and distribution of our event newsletter; assisting with social media, event planning, and more.

[View full job description by clicking here](#)

The Grand Haven Area Convention & Visitors Bureau is the destination marketing organization for the Grand Haven area including Grand Haven, Spring Lake, Coopersville, Allendale, and West Olive. It is the mission of the GHACVB to promote and market the Grand Haven Area as the Midwest's best overnight destination for leisure stays, meetings/events and tourism-related activities year-round by providing services, resources and tools that foster an environment for area businesses to deliver the ultimate visitor experience.

To learn more about the Grand Haven Area Convention & Visitors Bureau, please visit our website www.visitgrandhaven.com



Qualifications -

Must have great communication and writing skills and be proficient in Microsoft Office. Experience with website management and social media is recommended.

To apply, send a cover letter and resume by Thursday, January 25th, 2018 to:

Stefanie Herder

GHACVB Marketing & Communications Manager

sherder@visitgrandhaven.com