

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Marketing & Tourism Manager

DEPARTMENT: QCV Marketing

JOB DESCRIPTION: The Marketing & Tourism Manager is responsible for overseeing all marketing operations and procedures, including advertising, sponsorships, and event coordination. This role supervises and supports Marketing staff, vendors, contractors, and workers to ensure cohesive and effective campaign execution. Serves as a key liaison with the Tribal government, Quil Ceda village, and the Tulalip Gaming Organization, and fosters collaboration for regional destination marketing and events. Additionally, the role involves developing strategic objectives, policies, and plans to enhance the visibility and public relations efforts of Quil Ceda Village.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: QCV Operations Director

EMPLOYEE SUPERVISES: Event Specialist/Coordinator and Amphitheatre and event vendors, labors and contractors

EDUCATION:

- High School Diploma or GED required
- Bachelor's degree in marketing, Communications, Business, or a related field is required. An associate degree in a related field plus 4 years of relevant experience may be considered. In lieu of any degree, 8 years of progressively responsible experience in marketing or closely related area may be considered.

SKILLS:

- Ability to create, analyze and implement a budget.
- Skills to set up and execute digital platforms
- Skills to set up and execute project and marketing campaigns
- Skills to set up and execute employee and Quil Ceda Village events
- Ability to research and analyze marketing trends to plan campaigns strategically

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Skills in the operation of a personal computer and standard office programs and equipment.
- Skills in computer and software using all MS Office products.
- Ability to learn new company software
- Skills as a forward-looking thinker, who actively seeks opportunities, and proposes solutions.
- Skills as a team player who enjoys working in a team environment that is mission-driven and results-oriented
- Ability to create content to attract and engage with a target audience
- Responsible for delivering the highest level of guest service to all customers external and internal.

EXPERIENCE:

- Minimum five (4) years of marketing
- Minimum five (4) years of management experience
- Minimum two (2) years of managing budgets
- Tourism experience preferred
- Verbal and written communications skills in listening, discussion and presentation of material to a variety of audiences.

OTHER REQUIREMENTS:

- Valid, unrestricted WA State Driver's License
- Travel locally and regionally as consistent with the scope and responsibility of position
- Work evenings, weekends and/or holidays as needed or requested.
- Employment is contingent upon successful completion of a pre-employment background check, to include fingerprinting.
- Customer service training preferred
- Supervision training preferred

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Office and outdoor environments. Sitting, standing or walking for extended periods of time.
- Ability to establish and maintain effective working relationships with other departments, staff, and outside businesses.
- Dexterity for the operation of computer, office machines and routine paperwork.
- Strength to lift objects weighing up to 25 lbs. occasionally
- Mobility to bend, stoop, and/or climb stairs on an everyday basis

SPECIFIC JOB PERFORMED:

- Oversees the organizational marketing and tourism operations of Quil Ceda Village
- Responsible for organizing all marketing operations and procedures, such as advertising, sponsorships and events
- Overall management and marketing for the production of print, mail, digital and other advertising for Quil Ceda village

- Ensures regular updates on existing website content including event calendar, dining, and shopping are up to date
- Plans, directs and coordinate daily operations for onsite and offsite Marketing, tourism and Event activities
- Oversees photography and video acquisition for all marketing
- Supervises and supports the marketing staff, vendors, contractors and workers
- Manage the Marketing, tourism and Event Department team member development, including performance evaluations, improvement plans, assigning and delegating work
- Develop and oversee the execution of strategic digital initiatives, marketing, tourism and event strategies
- Develop relationships with media outlets to get messaging out
- Develop objectives, policies and plans for public relation activities of Quil Ceda Village.
- Serve as the Marketing, Tourism and events liaison with Tribal government, Quil Ceda Village and Tulalip Gaming Organization for regional destination site Marketing.
- Contributes to Quil Ceda Villages strategic vision by offering creative marketing solutions
- Establishes and implements all aspects of the budgets
- Ensures that all internal controls, events plans and rules are in place and operating effectively
- Ensures that all marketing and event bills are paid
- Coordinates contracts and/or agreements with Marketing, tourism and event companies
- Research and Purchase gifts, promotional items, event supplies and office supplies
- Maintains inventories supplies and/or required equipment
- Oversees the allocation and utilization of resources, including personnel and equipment, to ensure project objectives are met within scope and budget.
- Ensure inventory for city banners, signs and items like flags are created, ordered and replace
- Schedules meetings, makes training and travel arrangements, and maintains calendars for the organizational program.
- Engage, coach, supervise, train, and evaluate assigned employees. Mentors all non-clinical staff on daily basis.
- Prepares written annual performance evaluations for supervised staff.
- Plans and coordinates extracurricular activities for the organization.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, and special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.