

## Discover New England is looking to fill two positions at its Portsmouth New Hampshire office: Marketing Director and Program Coordinator



Dear Tourism Colleague,

We believe networking is one of the better ways to share information within our industry, so I'm writing to inform you that Discover New England is looking to fill two job positions based at our new office in Portsmouth, New Hampshire.

We hope you will share this information with colleagues, friends or family who may be looking for a job in the tourism industry; I've included brief job descriptions below.

Interested persons should send me an email asking for more details about the positions. Closing date for applications is Friday, July 31.

Please no phone calls.

Thank you,

*Sue Norrington-Davies*

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### **Marketing Director:**

B.A.degree preferred. Marketing, personnel management, tourism and hospitality experience required with knowledge of international tourism. Experience of events management beneficial. Ideal candidates will be highly organized and have strong computer, interpersonal and writing skills. Must be familiar with Microsoft Office Suite, including Word, Excel and Power Point.

### **Program Coordinator:**

Associates Degree preferred. General office management and tourism experience beneficial. Ideal candidates will be highly organized and have strong computer, interpersonal, and writing skills. Knowledge of QuickBooks and email marketing tools necessary. Must be familiar with Microsoft Office Suite, including Word, Excel and Power Point.

### **Contact:**

Sue Norrington-Davies

Managing Director

Discover New England

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