

Fargo-Moorhead Convention & Visitors Bureau

Job Description

Position: Travel Ambassador
Reports To: Visitor Center Manager

FM CVB MISSION:

The mission of the Fargo-Moorhead Convention & Visitors Bureau is to promote Fargo and West Fargo, North Dakota, as well as Moorhead, Minnesota as a destination for event delegates, sports groups, and other visitors. We do this to enhance the image of Fargo-Moorhead-West Fargo in the minds of travelers and event delegates, as well as contribute to the economic welfare of the community and our states. The Visitor Center itself welcomed over 26,500 visitors last year visiting from all over the world.

POSITION OBJECTIVE & PURPOSE:

Travel Ambassadors are responsible for greeting incoming travelers and assisting with information on Fargo, Moorhead, West Fargo as well as North Dakota, and Minnesota. We are the first people that many travelers meet coming into North Dakota so it is very important to be enthusiastic about the area and what we have to offer. Because of the large volume of people who come to the Visitor Center, it is very important that this person is energetic and excited about working in a fast-paced environment with a variety of different people.

Some tasks of the Travel Ambassador position include but are not limited to:

- Greeting travelers and offering information about the area
 - Directional advice
 - Local attractions and things to do
 - Events going on in the Fargo-Moorhead-West Fargo area
- Take pictures of visitors with “The Woodchipper” from the movie *Fargo*
- Sell and restock merchandise items in our gift shop
- Assist the full-time staff with various projects
- Keep the Visitor Center clean and well stocked

QUALIFICATIONS:

- Excellent verbal communication skills
- Must be able to read a road map
- Knowledge of the major attractions in the Fargo-Moorhead area
- Have willingness to learn
- Must be able to lift 50 pounds
- Must have a driver license and car available for errands around town

SPECIFICATIONS:

- 24-32 Hours/week at \$10.25/hour

REQUIRMENTS:

Please submit resume and job application to Dannielle@fargomoorhead.org by March 31st, 2017. Job application can be summed up in an email format, or requested in a pdf form by emailing the address above.