



Washington County  
Visitors Association

**EXECUTIVE OFFICE MANAGER  
WASHINGTON COUNTY VISITORS ASSOCIATION  
FULL TIME, NON -EXEMPT  
\$60,000 PER YEAR PLUS BENEFIT PACKAGE**

**Position Summary:**

**The Washington County Visitors Association** is searching for a highly motivated and organized individual to serve as the Executive Office Manager to the President & CEO of the Washington County Visitors Association.

The successful candidate will play a critical role in providing comprehensive administrative support to the CEO, acting as a receptionist, managing office operations, and supporting the organization's tourism and destination marketing initiatives. This position requires exceptional organizational skills, attention-to-detail, and the ability to manage a wide range of administrative tasks efficiently. The Executive Office Manager will have the opportunity to work closely with the CEO and contribute to the strategic goals and objectives of the Washington County Visitors Association.

**Responsibilities:**

- Provide principal administrative support to the President & CEO, including managing calendars, scheduling appointments, and coordinating meetings and travel arrangements.
- Function as a receptionist for the organization, greeting visitors, answering calls, and managing inquiries.
- Prepare and edit correspondence, reports, presentations, and other documents as requested by the CEO.
- Provide support for the Board of Directors and WCVA's committees and task forces, including coordination of meetings, preparation of materials, and minute taking.
- Serve as the office manager and liaison with the office of the building, ensuring efficient office operations and maintaining office supplies.
- Manage fulfillment and shipping services to visitors, stakeholders, partners, and tradeshow.
- Conduct research and data entry to support the organization's Customer Relations Management (CRM) system and maintain accurate and up-to-date information.
- Assist in budget management, expense tracking, and financial reporting as required.
- Other duties as assigned.

**Hours and Location:**

- Based at the Association's Office
- 8:30am – 5:00pm - Monday through Friday
- Occasional early morning, evening, and weekend hours

**Qualifications:**

- Associates Degree or higher from an accredited college or university.
- Three to five years of work experience in an administrative role.
- Experience in tourism, destination, hospitality, or non-profit organizations is a plus.
- Proficiency in Microsoft Office and Google Workplace, including Word, Excel, PowerPoint, and Outlook.
- Knowledge of Monday.com project management software or similar tools is a plus.
- Familiarity with Customer Relations Management (CRM) databases.
- Typing skill of at least 60 words per minute.
- Strong written and verbal communication skills.
- Ability to work in a professional, fast-paced team environment.
- Highly organized and able to prioritize tasks to meet deadlines.
- Ability to lift 40 lbs.
- Must have a valid driver's license.

**How to Apply:**

This position offers an exciting opportunity to contribute to the success of the Washington County Visitors Association.

The Executive Office Manager will provide essential support to the CEO, function as a receptionist, manage office operations, and contribute to the organization's tourism and destination marketing efforts.

If you are a proactive and highly organized individual with a passion for the tourism industry and destination marketing, we invite you to apply and become part of our dedicated team.

- Interested candidates, please submit a resume with a cover letter to: [jobs@wcva.org](mailto:jobs@wcva.org)
- Relocation assistance is not available.
- Washington County Visitors Association is an Equal Opportunity Employer.
- No phone calls, please.

**About Us:**

The Washington County Visitors Association is the official destination marketing organization for Washington County, Oregon promoting the county under the destination brand **Tualatin Valley**. The mission of the organization is to inspire individual and group consumers to visit the Tualatin Valley, making a sustained and measurable economic impact through tourism. Our destination includes fifty-eight hotels with over 5,800 guest rooms, wineries, breweries, hundreds of restaurants, and exciting main streets. We are home to the Wingspan Event and Conference Center, the Patricia Reser Center for the Arts, Ron Tonkin Field - Home of the Hillsboro Hops, plus state-of-the-art sports facilities. Washington County is Oregon's hub for tax-free shopping with retail anchored by Washington Square Mall.