



Destination Ambassador

The Destination Panama City Destination Ambassador is responsible for providing information about Panama City to the general public through the Panama City Visitor's Information Center, inquiry fulfillment, and other channels. The Destination Ambassador reports directly to the President & CEO. The position is a permanent part-time position and the selected applicant **must be** available on weekends, evenings, and some holidays.

General Scope of Duties:

- Responsible for providing information in a knowledgeable, courteous, and professional manner.
- Responsible for assisting Destination Panama City staff members as assigned.
- Responsible for responding to Visitor Information Center inquiries either by phone, email, Internet, or in person.
- Knowledgeable of the Destination Panama City website, social media platforms and current social media campaigns.
- Responsible for compiling and mailing visitor information materials in response to generated / requested leads.
- Keep visitor's center organized and stocked with collateral
- Assist with quoting and inventory of brand merchandise
- Keep log of visitors for research purposes

Other Duties: As assigned as they related to brand activations, special projects, and community engagement.

Qualifications & Skills:

- Must possess the ability to portray and project a professional image.
- Must possess the ability to exercise initiative, good judgment, and tact when representing the Destination Panama City.
- Must possess the ability to effectively communicate through written and verbal means.
- Must possess strong interpersonal skills and have demonstrated attention to detail.
- Must be able to work independently and as part of a team.
- Must possess above average to excellent computer skills; proficiency in Microsoft Office is required
- Knowledge of Panama City amenities is a plus

Please send resumes and cover letters to jennifer@destinationpanamacity.com