

# Welcome Center Manager Needed

We are currently looking for a person who loves working with the public, learning new things and doesn't want to work a typical work week.

**If this career  
interests you . . .**

YOU WOULD . . . manage the Trenton-Dade Welcome Center and engage with visitors. The role includes tourism promotion, maintaining and regularly update social media, providing Investor services and assisting with retention and providing daily administration of Alliance operations. You would also manage basic financial entry and reporting.

IF YOU HAVE . . . excellent administrative and organization skills, exceptional verbal and written communication skills, computer literacy, basic bookkeeping and working knowledge of social media channels, with the ability to work independently and make decisions and present yourself in a professional and positive way . . . COME JOIN OUR TEAM!

**APPLY  
TODAY!**



**More information :**

 [allianceforddade.com](http://allianceforddade.com)

Submit your resume' to  
[sandy.white@allianceforddade.com](mailto:sandy.white@allianceforddade.com)