



**Job Title:** Communications Specialist

**Location:** Candidates located in Minneapolis/St. Paul preferred, but not required

**Position reports to:** TBD

**Job Purpose Summary:** Responsible for handling written communications in various forms used internally and externally – i.e., Social Media, Client Reviews, weekly “On the Go”, Newsletter, Surveys, etc. Assist with communications in Departments across Travel One as needed (Reception, Meetings & Incentives, Hotel Negotiations, Camp projects, etc.)

**Key Responsibilities and Accountabilities**

- Assist Account Managers prepare for client meetings
- Weekly client communications
- Assist with hotel negotiating and rate loading
- Work with Leisure Department on Social Media postings
- Assist Meetings & Incentives with various tasks
- Cover front reception as needed
- Assist with monthly internal Newsletter
- Assist with office social functions

**Required Skills:** Microsoft Word, Excel, PowerPoint, Publisher

**Position status:** Full-time, non-exempt