

Visitor Center Assistant

Greater Wasilla Chamber of Commerce
Wasilla, Alaska

Part-Time | Seasonal (Early May – Early October)

Schedule: Friday–Sunday, 8:30 AM–3:00 PM; Monday 8:30 AM–11:30 AM (22.5 hours/week)

Pay: \$16/hour + Contract Completion Bonus*

The Greater Wasilla Chamber of Commerce is seeking a friendly, organized, and community-minded Visitor Center Assistant to join our team for the visitor season. This role serves as a welcoming first point of contact for visitors and plays a key role in promoting local businesses, attractions, events, and the Mat-Su Valley.

What You'll Do

- Greet and assist visitors with a friendly, professional attitude
- Provide recommendations on local attractions, events, and businesses
- Answer questions in person, by phone, and via email
- Prepare and mail relocation and visitor information
- Track visitor data and assist with reporting
- Process merchandise sales
- Maintain a clean, organized, and well-stocked Visitor Center
- Promote Chamber members, programs, and community events
- Support Chamber events and assist with general office tasks

What We're Looking For

- Customer service experience (hospitality/tourism preferred)
- Strong communication and people skills
- Organized, detail-oriented, and able to multitask
- Comfortable with basic computer systems (email, Google Workspace, Slack, etc.)
- Self-motivated with the ability to work independently and as part of a team
- Reliable and dependable with strong attendance. Must be punctual, show up for all scheduled shifts, and able to work with minimal supervision
- Positive, professional, and community-focused attitude
- Knowledge of the Wasilla/Mat-Su area is required
- High school diploma or equivalent required
- Availability for scheduled days and holidays

Why This Role Matters

You'll be the face of the Chamber, helping create a positive first impression for visitors while directly supporting local businesses and community growth.

Position Details

This is a **part-time, temporary/seasonal position** running from early May through early October.

Equal Opportunity Employer

The Greater Wasilla Chamber of Commerce is an equal opportunity employer and is committed to creating an inclusive and welcoming workplace.

To Apply

Submit your resume and a brief note of interest to:

contact@wasillachamber.org

Position open until filled.

* Completion bonus paid upon successful fulfillment of full seasonal contract and satisfactory performance