



REQUEST FOR APPLICATIONS

FAM Contractor

Mt. Hood/Columbia Gorge Regional Tourism Alliance
c/o Clackamas County Tourism
2051 Kaen Rd
Oregon City, OR 97045

Contact: Lizzie Keenan
lizzie@hood-gorge.com

Overview

The Mt. Hood and Columbia River Gorge Regional Tourism Alliance is seeking a FAM (Familiarization) coordinator to coordinate the itineraries and logistics for PR and travel trade individuals and groups visiting the region.

The Mt. Hood/Columbia River Gorge Region Tourism Alliance (MHCRGRTA) is the Regional Destination Management Organization (RDMO) for the Mt. Hood and Columbia Gorge region. There are four tourism DMO partners that make up the Alliance:

- Clackamas County Tourism, representing east Clackamas County (Estacada, Sandy, Villages of Mt. Hood, Government Camp)
- Visit Hood River, representing all of Hood River County
- The Dalles Area Chamber of Commerce, representing north Wasco County
- Explore Troutdale, representing east Multnomah County (Troutdale, Wood Village, Corbett, Cascade Locks)

The Mt. Hood/Columbia River Gorge RDMO seeks to use responsible visitor management to build awareness for the region as a multi-day and year-round travel destination that benefits all communities. Our mission is to continuously and creatively address the challenges that come with being a mature destination that is surrounded by small communities and neighbors Oregon's largest metro area.

Scope of Work

- Work with the RDMO Regional Coordinator to review upcoming FAMs and identify trip priorities

- Share FAM callouts with DMOs to develop agreed upon itinerary and tour components (comp services or industry rate pricing, accommodations, meals, attraction/activities, transportation, and promotional items).
- Use Travefy to build out written components of itineraries within the provided timelines
- Re-confirm booked components of the trip prior to them starting
- Occasionally serve as FAM tour guide in the event a DMO representative is not available to lead, representing the DMO and Mt. Hood and Columbia River Gorge region.
- Duties related to program implementation, as assigned by the RDMO Regional Coordinator staff.

Required Skills/Experience

- Excellent organizational and communication skills
- Strong attention to detail
- Ability to work independently as well as collaboratively with internal and external team members
- Ability to multitask and meet deadlines.
- Experience booking trips, coordinating itineraries, and/or scheduling FAMs
- Familiarity with the Mt. Hood and Columbia River Gorge region.

Added Value

Preference given to individuals that live in or near the region or have previous knowledge/experience with the Mt. Hood and Columbia River Gorge region.

Compensation

The position will be billed at an hourly rate with invoices sent once a month. Because of irregularity of FAMs, hours will vary but unlikely to exceed 20 hours a month.

Timeline for Application

Please send a cover letter, resume, and hourly rate to lizzie@hood-gorge.com by **September 20, 2022**. Use the following in your subject heading: "Application for Mt. Hood and Columbia River Gorge FAM Contractor." Applications will be reviewed on a rolling basis.