

**The City of Caliente/Caliente Community and Visitor Center (CCVC) is accepting applications for the position of
CCVC Customer Service Representative (CSR).**

This is an at-will, part time (not to exceed 15 hours/week) position in Caliente with a starting salary of \$16 per hour. This position is not eligible for benefits.

This job offers the opportunity to interact with people excited about promoting community engagement, tourism, and economic development – including local residents, tourists and other groups. The position will be based in the CCVC's inviting, library-like setting that promotes life-long learning, community engagement, and positive visitor experience.

The CSR will help manage the day-to-day operations of the CCVC and administer the CCVC's existing programs. They will be expected to coordinate with partners in providing services and events to the public. They will be assisted by the CCVC Committee and City Clerk.

The CCVC is looking for someone who is self-motivated, can work independently and in a team environment, can communicate effectively both verbally and in writing to prepare professional documents, and has a positive attitude and willingness to learn. The selected applicant must possess computer skills.

This is an exciting chance to work with creative people, passionate about what they do. Critical thinking and problem-solving along with good customer relations will get the job done. This role offers the opportunity to bring people together to educate and address concerns in the City of Caliente.

Application Process

This recruitment will remain open until a viable candidate is selected. All interested and qualified individuals are encouraged to apply. Application form and job description can be requested by emailing sfrank@cityofcaliente.com. Completed applications may be submitted at the City Office or via email to sfrank@cityofcaliente.com.

Interviews will be arranged. For further information, please contact ccvcvolunteer@gmail.com. The City of Caliente is an Equal Opportunity Employer.