



Job Description

Visitor Survey Interviewer

Reports to: Special Projects Manager

Location: Bend, Oregon | In-person

Position Classification: Seasonal Part-time, Non-exempt

Direct Reports: None

Last Updated: April 2026

Position Summary: Visit Bend is a full-service marketing group dedicated to enhancing Bend's economy through the promotion of tourism as a year-round visitor, convention, and event destination. We are seeking energetic and outgoing candidates to conduct research interviews with visitors in both indoor and outdoor settings. This role is essential for gathering data that informs our strategic marketing and destination management efforts.

Key Responsibilities:

→ Data Collection + Research Execution

- ◆ Lead the front-line collection of visitor data by conducting professional research interviews in various indoor and outdoor environments.
- ◆ Ensure the timely completion of all assigned work to meet specific scheduling requirements and organizational survey quotas.
- ◆ Maintain a high level of accuracy and attention to detail when recording and managing survey data to ensure the integrity of the research.

→ Brand Stewardship + Visitor Engagement

- ◆ Serve as an outgoing and energetic representative of Visit Bend, proactively approaching visitors to engage them in the research process.
- ◆ Represent the Bend tourism industry in a positive, professional manner during all community and visitor interactions.
- ◆ Utilize local knowledge to act as an on-the-ground resource, answering visitor questions and providing information about the Bend area.

→ Operational Accountability

- ◆ Work independently and effectively across various locations without direct supervision, demonstrating strong time-management skills.
- ◆ Commit to the full project lifecycle, ensuring consistent availability for weekend shifts and holiday periods as required by visitor activity.
- ◆ Collaborate with the Special Project Manager to report progress and adjust outreach strategies based on current visitor trends.

Qualifications:

- **Interpersonal Excellence:** Must be energetic, outgoing, and able to easily approach and engage with a diverse range of people.
- **Local Expertise:** Comprehensive knowledge of the Bend area and the ability to answer visitor questions effectively.
- **Professionalism:** Proven ability to represent Visit Bend and the tourism industry in a positive and professional manner.
- **Self-Management:** Demonstrated ability to work independently while remaining accountable to project deadlines and quotas.
- **Detail Orientation:** Strong organizational skills with an emphasis on accuracy in data collection and reporting.
- **Project Commitment:** Total commitment to the project duration from May 23rd through September 7th, including mandatory weekend availability.

Physical Requirements:

- Ability to stand or remain on one's feet for extended periods.
- Ability to communicate clearly and effectively with visitors and the team.
- Ability to occasionally lift or move materials up to 25 pounds.
- Ability to operate standard office equipment such as computers, tablets and phones

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