

Creative Assistant

Full-time, \$15-20/hour

Overview:

At Pikes Peak Region Attractions, we believe in people more than job descriptions. We believe in your contribution more than your past experience or formalized education. Self-starters, creatives, and contributors don't fit in a box. If you have a passion for our region, an interest in marketing, and a can do attitude, you might be the perfect fit to join our growing team. We have the marketing expertise and can train you in lots of ways if you're willing to learn!

Summary:

The Creative Assistant is an entry level position with lots of room for growth. The CA will report directly to the Executive Director and help with a number of day to day activities from answering phones and filing to brainstorming and strategizing with the team. Visitor assistance, maintaining the media library and some basic website updates will be some of the core of the CA's responsibilities.

Requirements:

- Excellent organizational skills, attention to detail, and the ability to prioritize in a fast-changing environment
- Assist in day-to-day office tasks like helping visitors, handling in-bound phone calls, IM or chats, and gate-keeping for the Executive Director
- Update photos, links, and minor copy edits to website
- Assist in creation of social media content as needed
- Ability to learn other software programs quickly
- Strong verbal and written communication skills
- Ability to work independently and as part of a team
- Brainstorm and assist with overall marketing strategy as part of the marketing team
- Knowledge of Pikes Peak region tourism and attractions

Bonus Qualifications: We don't expect anyone to have all of these other skills, but any of these would be helpful and result in a higher hourly wage.

- Proficiency in Adobe Creative Suite and Wordpress
- Basic graphic design skills
- Web development
- Video filming and / or editing
- Copy writing
- SEO and / or digital ad placement

Background: Pikes Peak Region Attractions Association (PPRAA) is a privately held, collaborative-marketing trade organization, created by a small group of attraction owners in 1973 to collectively promote the region to leisure travelers. Each member attraction has a seat on the board of directors, currently a total of 29 area attractions. The association is run by an Executive Director who answers to the board and all employees of PPRAA report directly to the Executive Director.