

**\*Please fully read the job description and follow the instructions listed below for how to apply. Quick applies via LinkedIn or Indeed will not be considered.**

**Employer:** Visit Colorado Springs  
**Position:** Marketing Coordinator  
**Department:** Marketing & Communications  
**Reports to:** Director of Marketing  
**Job classification:** Full-time, non-exempt salaried position (qualifies for overtime)  
**Flexibility:** This is an in-office position and Colorado Springs resident preferred; flexibility to occasionally work from home  
**Salary range:** \$45,000-\$48,000 depending upon qualifications and experience  
**Benefits:** Medical, dental, vision, paid time off, tuition reimbursement program, IRA program (U.S. citizens eligible) with VCOS matching up to 3% of pay. A full list of benefits is available upon request.

### ***Join the Visit COS Team as a Marketing Coordinator!***

Do you geek out when you see a really good ad? Does collaboration, brainstorming and project management make you feel all warm and fuzzy? Then do we have the job for you!

Visit Colorado Springs is seeking a full-time Marketing Coordinator to support and collaborate with the Marketing and Communications department. The Marketing Coordinator will be responsible for providing marketing, website, project management, creative and administrative support in a variety of tasks and projects to promote Colorado Springs and the Pikes Peak Region.

The successful candidate will have a strong background in writing and copy editing, content creation and a high level of creativity and savviness across the ever-changing marketing landscape. Ideal candidates will enjoy being part of a fun and connected team of marketing and communications peers and enthusiastic about strengthening relationships in the Colorado Springs community.

#### **Core Responsibilities**

- Be a Content Connoisseur – curate engaging website, advertising and social media content
- Wear Your Creative Hat Proudly – flex your design skills and explore new marketing avenues that will entice visitors to explore the region
- Go for Gold (We are Olympic City USA, after all) – help us maintain a stellar website, build excellent campaigns and manage a variety of outstanding marketing projects
- Spread Your Social Butterfly Wings – represent Visit COS at various functions and partner events, strengthening our/your presence in the local community

#### **Preferred Experience/Skills**

- 1-3 years of experience in a marketing job, internship or related role preferred
- Bachelor's degree in Marketing, Communications or a related field
- High degree of energy and initiative
- Supportive and collaborative team player
- Strong writing, editing and proofreading skills
- Experience with creating engaging multimedia content
- Knowledge of email marketing platforms and design tools
- Familiarity with Instagram, Facebook, LinkedIn, TikTok and other social media platforms
- Ability to manage multiple tasks simultaneously and be flexible
- Excellent communication, interpersonal and organizational skills

**Still reading and ready to join the crew? Follow these application instructions.**

Please email cover letter and resume to [Melissa@VisitCOS.com](mailto:Melissa@VisitCOS.com) before **5pm MT on Tuesday, April 16**. Cover letter and resume should be in a single Word or PDF document, not within the body of the email. **In**

**the cover letter, please address specifically how you meet the above requirements and include links to relevant work samples.** No calls, please.

*This description is intended to be sufficient to identify the job level and to be illustrative of the duties that may be required. It shall not be interpreted to describe all the duties the incumbent may be required to perform.*

*Visit COS is proud to be an Equal Employment Opportunity employer. We do not discriminate based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, veteran status., or other applicable legally protected characteristics.*

### **About Visit Colorado Springs**

*Visit Colorado Springs is the leading marketing organization for group and leisure travel and tourism to the Colorado Springs – Olympic City USA and the Pikes Peak Region. The organization is dedicated to a strong national and international presence so that tourism is a primary contributor to a thriving local economy. We create economic vitality through memorable visits to the wonders of Colorado Springs and the Pikes Peak Region.*

*At Visit COS, we believe in the power of experiences; this includes the experiences of our team members. Our organizational culture embodies vitality, engaged leadership and hospitality. We are a team of passionate individuals that is constantly seeking new ways to enhance the visitor experience and promote the incomparable offerings of our region. We thrive on the energy that comes from collaborating with community-focused individuals who share our dedication to excellence within our community.*

<https://www.visitcos.com/>

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