



Join the Visit COS Team as our Executive Assistant!

ABOUT US:

At Visit COS, we're passionate about creating unforgettable experiences for both our visitors and our team. Our culture is vibrant, driven by engaged leadership and a genuine passion for hospitality. We're a close-knit team of enthusiasts, always on the lookout for fresh ways to showcase the best of our region. If you're someone who thrives on collaboration, loves Colorado Springs and is eager to grow both personally and professionally, you're in the right place!

Position: Executive Assistant

Location: Colorado Springs, CO

Job Type: Full-Time, Non-Exempt

Compensation Range: \$76,000 – \$80,000, depending on experience

WHY YOU'LL LOVE THIS ROLE:

Visit Colorado Springs is seeking a full-time Executive Assistant to support the President/CEO and Director of Finance with administrative, financial, board and office operations. The Executive Assistant will be the organizational hub of the executive office, keeping calendars and projects on track, supporting our board of directors, assisting with HR and accounting tasks, and keeping our office and building running smoothly.

This role is a great fit if you enjoy variety, take pride in getting the details right, and want to play a key behind-the-scenes role in promoting Colorado Springs and the Pikes Peak Region.

HOW YOU'LL SUCCEED IN THIS ROLE:

You'll thrive in this position if you are:

- Detail-driven and highly organized, with a knack for accurate records and clean systems
- Discreet and trustworthy with confidential executive, board, HR and financial information
- A proactive communicator who follows through with executives, board members, staff and vendors
- Comfortable switching gears, from board packets to bank deposits to a thermostat that won't cooperate
- Resourceful and solutions-oriented, spotting what needs to be done before anyone has to ask

CORE COMPETENCIES:

Execution & Organization	Communication & Collaboration	Judgment & Adaptability	Problem Solving
Time management High level of efficiency	Timely follow-up Teamwork Brand stewardship	Ethical conduct Independent judgment	Critical thinking

ESSENTIAL FUNCTIONS:

- Provide executive support to the President/CEO, including calendar management, calls, correspondence, travel arrangements and presentations, and manage mail and email for the CEO and Director of Finance.
- Coordinate board of directors and committee logistics, including agendas, meeting packets for eight meetings a year, minutes, attendance and RSVPs, board records, orientations, manuals and bylaw updates.
- Support the Director of Finance with clerical and accounting tasks, including credit card reconciliations and expense and mileage reports for the CEO and Director of Finance, routing vendor invoices and incoming checks, bank deposits for VCOS and Official Visitor Guide, filing invoices, organizing revenue receipts and documents, and annual audit support.



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- Assist with HR administration, including onboarding and offboarding, new-hire paperwork and I-9s, timesheet and PTO review before payroll, PTO tracking, personnel files, benefits enrollment and required employment postings.
- Manage the office and building, including vendor service calls (HVAC, janitorial, pest control, landscape/snow), maintenance schedules and service contracts, supplies, copier leases, conference room bookings and first response to facility issues.
- Support staff culture and community relations by planning staff meetings and events, coordinating birthdays and recognition, maintaining staff and stakeholder contact lists, serving on the Culture Keepers Team, and representing VCOS at community functions.

IDEAL QUALIFICATIONS:

Experience & Education

- 5+ years' experience in executive-level administration, or relevant experience
- Working knowledge of HR processes and financial record keeping
- Proficiency in office management and administrative tasks

Technical Skills (Tools)

- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint
- Accurate data entry and recordkeeping skills

Abilities & Work Environment

- Ability to sit or stand for extended periods and use standard office equipment
- Light lifting on occasion
- Occasional attendance at board meetings and community functions

BENEFITS:

- Competitive compensation, including bonus structure
- Health insurance benefits
- Retirement savings plan
- Paid time off
- Professional development opportunities

EEO STATEMENT:

We believe in embracing diversity and creating an inclusive environment. Visit COS is proud to be an Equal Opportunity Employer, and we welcome applicants of all backgrounds to apply!

If you're ready to join a dynamic team, grow your career, and make a meaningful impact in Colorado Springs, apply today! To apply, send a cover letter and resume to our Hiring Manager at NowHiring@VisitCOS.com by October 30, 2026. Please, no phone calls.