



Join the Visit COS Team as our Marketing Administrator!

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: Marketing Administrator

Location: Colorado Springs, CO

Job Type: Full-Time, Non-Exempt (eligible for overtime)

Compensation Range: \$47,000 – \$50,000, depending on experience

WHY YOU'LL LOVE THIS ROLE:

Visit Colorado Springs is seeking a full-time Marketing Administrator to support the Marketing team with coordination, organization and support for key tasks and projects. The Marketing Administrator will be the organizational backbone of the department and work closely with the Director of Marketing to keep projects moving, maintain marketing systems and processes, and support maintenance of key assets like the website, content library, newsletters and more.

This role is a great fit if you enjoy being part of a collaborative and lively department, take pride in reliable follow-through and want to play a key 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 maintaining clean systems and accurate data
- A proactive communicator who keeps work moving across multiple departments and deadlines
- Comfortable switching between projects, from admin coordination to website updates and light creative support
- Curious and resourceful, able to learn new platforms quickly and document repeatable processes
- Solutions-oriented, spotting gaps and improving workflows so the team operates more efficiently

CORE COMPETENCIES:

Execution & Organization	Communication & Collaboration	Judgment & Adaptability	Problem Solving
Organization and accuracy Project coordination Time management	Strong communication skills Collaboration	Ethical conduct Adaptability	Creative problem solving Innovative thinking



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ESSENTIAL FUNCTIONS:

- Manage digital assets (Crowdriff, Dropbox, CMS), data accuracy (iDSS), email lists, and digital passport tracking.
- Execute website updates, ad resizes, newsletter maintenance and monitor and track AI chatbot performance insights.
- Coordinate photo/video shoots, monitor agency campaign performance, and distribute weekly social media and Tourism Takeover reports.
- Support project management tools (Basecamp, Asana), assist with vendor communication and deliverables, support campaigns and OVP tasks, and maintain organized departmental processes.
- Manage Marketing & Communications Committee logistics, gather info for the Marketing Plan and Annual Report, send partner welcome emails, schedule meetings, and handle miscellaneous tasks.

IDEAL QUALIFICATIONS:

Experience & Education

- Prior administrative, coordinator or assistant experience
- 3+ years of project management or digital-asset-related work preferred
- Associate or bachelor's degree preferred

Technical Skills (Tools)

- Proficiency in Mailchimp, Canva and Microsoft Office; basic Adobe Creative Suite skills
- Willingness and ability to learn platforms such as Crowdriff, iDSS, Bandwango, Basecamp and our CMS

Abilities & Work Environment

- Ability to sit or stand for extended periods and use standard office equipment
- Light lifting on occasion

BENEFITS:

- Competitive salary range of \$47,000 – \$50,000, 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 Melissa Williams at Melissa@VisitCOS.com by the end of the day on Tuesday, February 10, 2026.** Please, no phone calls.