



Tourism Administrative Assistant

Destination Marketing Corporation (DMC)

We're the Official Tourism Promotion Agency for Otsego & Schoharie Counties

Reports to: President & CEO

Type: Full-time, hourly (35 hours/week)

Schedule: Monday–Friday, 9 a.m.–5 p.m. (occasional evenings/weekends as needed)

Location: In-office, 20 Chestnut Street, Cooperstown, NY

About the Job

We're looking for someone who's friendly, organized, and ready to be the glue that holds our tourism office together. This is a support role to a small team and we're looking for someone that can keep everything running smoothly behind the scenes while helping visitors and locals figure out how to make the most of their time in Otsego & Schoharie Counties.

You'll answer phones (sometimes with questions you never saw coming), reply to emails, keep our databases and event listings tidy, and make sure our info is accurate. This is steady, straightforward work in a small, friendly office where helping people is part of every day. If you can manage a ringing phone, a busy inbox, and a couple of spreadsheets without losing your cool, you'll fit right in.

What You'll Be Doing

- **Data & Website Upkeep**
 - Keep our tourism databases current and accurate

- Approve event submissions and update our online calendars
 - Make sure local business info on our website info stays fresh and correct (no cobwebs allowed)
- **Helping Visitors & Locals**
 - Answer calls and emails, very often acting as the human version of Google for This is Cooperstown & Visit Schoharie County
 - Send out visitor guides and other helpful info
 - Help promote and support community events
- **Supporting the Team**
 - Prepare meeting materials, track board terms, and take minutes at bi-monthly meetings
 - Assist with business outreach and community updates
 - Handle general office tasks like filing, recycling, and inventory

What We're Looking For

- Comfortable with computers and willing to learn new systems (Microsoft 365, Google Suite, Dropbox—we'll train you on the rest)
- Great at paying attention to details without losing sight of the big picture
- Friendly, professional, and good with people
- Can work independently but knows when to ask questions
- Valid driver's license and reliable transportation

Nice-to-Haves

- Office or admin experience
- Customer service background
- An interest in tourism, community, or local events

About Us

We're the official tourism promotion agency for Otsego & Schoharie Counties, helping bring visitors (and their spending) into our communities. We work hard but keep things friendly, collaborative, and welcoming.

Perks & Pay

- Competitive hourly wage based on experience starting in the \$20+ per hour range.
- IRA, paid time off, individual health insurance, and more
- A workplace where your work actually supports the community

To Apply:

Send your resume and a brief cover letter in one PDF to Info@ThisIsCooperstown.com with the subject line "Tourism Admin Assistant."
