

JOB TITLE: **Operations Assistant**
SCHEDULE: **Full-Time M-F – Non-Exempt**

REPORTS TO: **Executive Director**
LOCATION: **Durango, CO (Not Remote)**

Visit Durango is the official destination marketing & management organization of Durango and La Plata County. Our mission is to promote the Durango brand, to create demand in visitation, increase overnight stays in Durango and La Plata County, to support a positive visitor experience, and to drive economic impact for the benefit of visitors and local stakeholders.

Visit Durango is looking for an experienced, collaborative, team player to support and effectively assist the Executive Director and staff of Visit Durango. We are a small organization that strives to provide a culture that is supportive, fun, inclusive, and finds opportunities for growth and learning.

This is considered a Full-Time, Non-Exempt position

Minorities, individuals with disabilities, and veterans are strongly encouraged to apply.

POSITION OBJECTIVES

- Provide administrative support to the Executive Director and the Partnerships & Operations Manager to ensure efficient operation of the office
- Performs general administrative tasks including mailing, printing, filing, basic website updates, occasional errands, making travel arrangements, and light cleaning
- Support Board of Directors by scheduling meetings, taking minutes, creating agendas and presentations, and other duties assigned
- Maintain supplies inventory and manage portions of the operations budget for Visit Durango's offices and the Durango Welcome Center
- Assist with financial tasks and reporting
- Work with contractors to ensure smooth performance of IT, maintenance, repairs, etc.
- Organizes events for the office and stakeholders
- Educates themselves on the Durango and La Plata County community and attend events both for professional networking and as a Visit Durango brand ambassador
- Assist with advertising programs and billing for the Durango Welcome Center

ESSENTIAL SKILLS & EXPERIENCE:

The successful candidate will have a passion for Durango and be committed to Visit Durango's values and mission. The ideal fit will be an innovative problem-solver who is excited to learn and has a positive, can-do attitude!

- 1+ year office administration or office management experience
- Very tech-savvy, experience with and/or ability to learn computer systems and software such as: Google Management Console, Google Suite, Zoom, Calendly, project management software, CRM, and CMS, Expensify, Quickbooks, etc.
- Excellent memory, organizational, and problem-solving skills
- Excellent writing, grammar, and editing skills
- Commitment to equity, inclusion, and diversity

- Ability to maintain strict confidentiality
- High school diploma or GED required
- Accounting or financial experience preferred
- Experience working with a nonprofit organization and a Board of Directors preferred

EMPLOYMENT PACKAGE:

Salary Range \$41,225 - \$44,000 (DOE) (Pay is Hourly)

In compliance with **Colorado's Equal Pay for Equal Work Act (EPEWA)** we are disclosing the compensation for this position. Factors that may be used to determine your actual salary may include your specific skills, years of experience in this field and in comparison to other employees already in this role. A potential new employee's salary history will not be used in a compensation decision.

Generous benefits including:

- Health, Vision, Dental, and Short-Term Disability
- 23 Days of Paid Time Off + Holidays
- And we love dogs! They're invited to join you in the office

WORK ENVIRONMENT:

Candidate must be based in southwest Colorado and able to commute to the Durango office five days per week. Must be able to focus in an open workspace. Position requires hearing, talking, sitting, standing, walking stairs, lifting 25 lbs. or more.

***NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as established to meet the ongoing needs of the organization.*

Visit Durango is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status or status as a U.S. Veteran.

To apply, send a cover letter and resume with "Operations Assistant" in the subject line to: careers@durango.org by -April 11, 2022