



POSITION: Visit Longmont (VL) Visitor Center and Longmont Downtown Development Authority (LDDA) Office Coordinator (part-time)

Are you interested in Colorado's travel and hospitality community? Do you enjoy interacting with the public? Would you love to help share the stories, experiences, history, and culture of one of Colorado's Front Range communities? Are you interested in supporting Longmont's vibrant Downtown? Visit Longmont and the LDDA are hiring a part-time, shared Visitor Center & Office Coordinator.

ABOUT: Visit Longmont and the LDDA

Visit Longmont is the community of Longmont's destination marketing and management organization or DMMO. The Longmont Downtown Development Authority (LDDA) works to revitalize the City's Downtown commercial core. The two organizations share office space and are seeking an organized, thoughtful, and independent candidate to support our Visitor Center and provide varied administrative duties for both organizations.

Why work for Visit Longmont and the LDDA? You will have the opportunity to join two small, dedicated teams passionate about Longmont. You will help share stories and promote Longmont and the region as a top visitor and outdoor adventure destination with a growing culinary scene, award winning breweries, and a vibrant downtown. The office is in the historic downtown district, within easy walking distance of shops, breweries, and restaurants.

Who is the VL and LDDA Visitor Center & Office Coordinator? You demonstrate high quality customer service, are detailed-oriented, a team player, hard-working, independent, and have knowledge or are interested in learning about Colorado, Longmont, and the region's tourism, hospitality, and economic development industries. The most successful applicant will be reliable, have a positive attitude, have enthusiasm for the work they do, and enjoy being part of small teams.

JOB RESPONSIBILITIES

The Visitor Center & Office Coordinator specifically will:

- Perform customer service functions such as greeting walk-in visitors at Visit Longmont's Visitor Center, providing local information, and selling visitor center merchandise
- Help respond to general telephone and email inquiries
- Order and stock relevant brochures, organize and sell Visitor Center merchandise
- Perform data entry to update business and partner contact information
- Help track visitor and marketing data through internal tracking processes

- Help organize bulk mailings of visitor information and brochures, including the Visitor Guide
- Support local community events and festivals administratively and in person (some weekend and evening availability required)
- Update and manage the VL and LDDA online events calendars
- Update website, photos, and graphic assets as needed
- Sell and process Downtown Longmont Gift Cards
- Assist in the creation and updating of LDDA website and newsletter content
- Create Board Packets and take minutes at VL Board Meetings; assist with logistical aspects of organization and community meetings (i.e., picking up catering, moving furniture, creating information packets, etc.)
- Updating display information in the Visitor Center space
- Represent the LDDA as an industry partner in Longmont High School's TrojanTECH (Pathways in Technology Early College High School Program)
- Coordinate with VL volunteers on stocking promotional materials, mailings, statistics, and visitor center staffing
- Track downtown business participation in the Winter Passport Program; organize, solicit, track, and manage donations and awards for the Winter Passport Program; collect and distribute administrative Winter Passport materials to downtown businesses
- Interact with and assist Downtown Longmont and City of Longmont business
- Assist with additional Visit Longmont and LDDA projects as assigned by the VL Tourism Manager and the LDDA Executive Director
- Support Visit Longmont's and LDDA commitment to Diversity, Equity, and Inclusion (DEI)
- Follow all operating and safety standards

QUALIFICATIONS

- Have basic knowledge of customer service and office processes, previous office experience desired
- Enjoy excellent organizational and time-management skills
- Have willingness to work evenings and weekends, as needed
- Comfortable with using online database(s), Google Workspace, Microsoft Office products, Adobe Acrobat, telephone, copier, and other basic office equipment
- Ability to multi-task, work with frequent interruptions, and focus in a multi-use public office space
- Obtained a High School Diploma or equivalency

SALARY AND POSITION

This is a regular, part-time, and non-exempt position. The part-time schedule will be up to, but not over, 25 hours per week, including potential seasonal Saturday shifts at the Visitor Center. The Visitor Center & Office Coordinator reports to Visit Longmont's Tourism Manager and the LDDA Executive Director.

Salary: \$17 - \$22 / hourly (DOE). Location: Onsite in Longmont, Colorado at 320 Main Street in historic downtown Longmont.

Visit Longmont Equal Employment Opportunity (EEO) Workplace

Visit Longmont provides equal employment opportunities (EEO) to all employees, volunteers, and applicants for employment, including contractors, without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Creating broader opportunities for historically under-represented groups provides additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality. Visit Longmont is responsible for marketing the community of Longmont as well as partnering with the region on driving visitation and economic benefit. Visit Longmont complies with applicable state and local laws governing non-discrimination in every location and in every work setting and situation. Visit Longmont expressly prohibits any form of unlawful harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Visit Longmont employees, volunteers, contractors, and/or vendors to perform their expected job duties is not tolerated.

TO APPLY:

Please submit a brief cover letter (no more than one page) and resume via email to: gera@visitlongmont.org

Open until filled.