

ADVENTURES

in good company

Marketing Assistant

Job Title: Marketing Assistant

Job Site: Remote in Colorado (Fort Collins area; within ~1.5 hour commuting distance)

Reports to: Content Marketing Specialist

Schedule: Part-time (approximately 15–25 hours/week)

Compensation: \$19–\$23/hour (DOE)

About Adventures in Good Company (AGC):

For over 25 years, Adventures in Good Company (AGC) has created small-group, active travel experiences designed exclusively for women. Our trips blend connection, challenge, and care—bringing women together to explore the world and themselves in meaningful ways. As a remote team, we value collaboration, ownership, and a shared commitment to delivering exceptional experiences from first inquiry through trip completion.

Position Overview:

The Marketing Assistant supports the execution of AGC’s marketing efforts across email, social media, website, and content management. This is a detail-oriented, execution-focused role ideal for someone who enjoys bringing campaigns to life and supporting a fast-moving marketing team.

The Marketing Assistant works closely with the Content Marketing Specialist and Director of Sales & Marketing to ensure content is accurate, organized, and delivered consistently across all channels.

Key Responsibilities:

- Support the execution of marketing campaigns across email, blog, social media, and web
- Format, schedule, and publish content in platforms such as HubSpot, website CMS, and social media tools
- Assist with building and quality-checking email campaigns and marketing materials for accuracy, formatting, and functionality
- Upload and maintain website and blog content, ensuring accuracy and consistency
- Create and edit simple graphics and visual assets (e.g., social media posts, email visuals, promotional materials) using tools like Canva
- Support social media scheduling and content preparation, including drafting posts and coordinating visuals
- Organize and maintain marketing assets, including photos, videos, testimonials, and copy
- Assist with research related to market trends, competitors, and customer insights
- Collaborate with the Content Marketing Specialist to support content production and campaign execution
- Assist with the coordination of marketing projects, timelines, and deliverables
- Support office-based marketing tasks such as swag fulfillment, event preparation, and collateral organization

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- Step in to support phones, email, and LiveChat coverage when needed to maintain a seamless guest experience
- Take ownership of assigned tasks and follow through with a high level of accuracy and attention to detail

What You'll Offer:

- 1–2 years of experience in marketing, communications, or a related field (internships welcome)
- Strong attention to detail and organizational skills
- Strong written communication skills with attention to detail
- Experience with basic design tools (e.g., Canva or similar) preferred
- Ability to manage multiple tasks, meet deadlines, and take initiative in a remote environment
- Comfortable learning new tools and systems (HubSpot, CMS platforms, etc.)
- Collaborative and team-oriented mindset
- Interest in travel and outdoor adventure a plus

Compensation, Schedule & Benefits:

This is a non-exempt hourly position. Compensation is \$19-23/hour, DOE. The schedule is generally Monday–Friday aligned with Mountain Time business hours, with some flexibility. Benefits may include paid time off and sick leave, prorated based on hours worked.

Work Environment & Physical Demands:

This is a remote role requiring a reliable internet connection and a dedicated workspace. The position is primarily computer-based, with occasional travel for team meetings or marketing support on trips.