

PSIA



AASI

ROCKY MOUNTAIN DIVISION
Professional Ski Instructors of America
American Association of Snowboard Instructors

Events Administrator

PSIA-AASI Rocky Mountain is a non-profit organization located in Steamboat Springs, CO. We pride ourselves on offering excellent certification and educational resources to snowsports instructors throughout the Rocky Mountain region. PSIA-AASI Rocky Mountain is not your typical company – we are a fun group who works with a passionate education staff to bring a lasting impact to our membership.

Job Summary

To provide administrative support to staff while attending to member needs, general office duties and reception. These duties include but are not limited to database system use, office supply monitoring, filing, reception and telephone duties, prompt and accurate data entry of member and event applications, compile and send event packets, build event rosters, and process completed event rosters.

Work:

7-8 Month Full Time Position, October – May each season

Reports to:

Education and Event Manager

Works closely with: CEO, Director of Education, Director of Operations, Member and Event Coordinator, Member Services Rep

Major Responsibilities

- Prompt and accurate data entry of membership & event applications for complete, correct information and current dues.
- Resolution of any registration problems and balances due prior to season end.
- Prepare and send educational materials to event lead. Confirming delivery and accuracy of all event materials prior to event.
- Answer telephones and direct calls to appropriate office personnel if unable to answer caller's question.
- Greet those who come to office. Answer their questions, conduct sale of manuals and/or pins.
- Scan and file member documents to their online member folders.
- Contact members when events/clinics are cancelled to find an alternate event.
- Review packets/rosters returned from completed events and update roster attendance and status in database.
- Check online e-learning prerequisites for completion.

Benefits Include:

- Competitive pay \$18.50-\$19.50/hr
- \$1000 Health Living Benefit (can be applied to a ski pass)
- 5 Paid Vacation Days
- Paid Sick Days per Colorado Law
- Paid Holidays

The duties are not inclusive to the above description and may vary based on the needs of the organization. We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.