



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

Membership Services Representative

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, mailings, reception and telephone duties.

Reports to:

Director of Operations

Seasonal Work:

Mid-October – April Full Time Position Preferred, Part Time option available for the right candidate

Works closely with: CEO, Director of Education , Education and Membership Manager, Member and Event Coordinator, Events Administrator

Major Responsibilities

- 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, help them get forms, etc., or direct them to appropriate person to help them
- Process event rosters, survey results and other reporting
- Monitor and Implement Social Media outlets
- Open and distribute mail
- General office duties, organization and support
- Office mailings
- Assist team members as needed and directed

Benefits Include

- Competitive hourly rate \$18.50-\$19.50/hour based on experience
- Paid Sick Days per Colorado Law
- Paid Holidays
- \$750 Healthy Living Benefit (can be applied to a ski pass)
- 3 Paid Vacation Days after a two month waiting period

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.