



Job Title: Event Assistant - Data Coordinator

1/10/2022

Organization Summary: The American Birkebeiner Ski Foundation is a 501(c)(3) non-profit organization, based in Hayward, WI. Currently, the ABSF manages 14 different event weekends during the calendar year – skiing, running, biking, festivals, and camps

Vision: Inspire people to challenge themselves outside - creating experiences that shape their lives.

Mission: Hosting world class events – including the American Birkebeiner; Maintaining one of the nation's premier recreation trail corridors; Promoting healthy, active lifestyles for people of all ages and abilities.

Core Values: Bring Joy, Do The Right Thing, Be A Team Player, Look For New Ways To Do Things, Value Diversity, Lead By Example, Get Stuff Done (GSD).

Position Summary: The Event Assistant - Data Coordinator works within the Event Operations Group, reports to the Event Operations Director. The position is a full time role, based in Hayward WI. ABSF events are focused on delivering exceptional participant experiences and encouraging outdoor activities for all.

Position Responsibilities:

- Work closely with registration group to manage data integrations to CRM and marketing platforms.
- Develop data protocols to guide data collection for events.
- Work as part of team at events- during venue set-up/tear down as well as during event.
- Manage data analytics and presentation to leadership team.
- Assist or lead bib pick up at events.

Skill set:

- Positive team-oriented attitude and upbeat presence with others, including both co-workers and outside contacts.
- Must be extremely organized and capable of managing many different internal and external groups.
- Must have a love of working with others and being part of a team. We consider teamwork paramount in our organization.
- Must be able to spend long hours being active at events, including evenings/weekends as needed.
- Detailed experience with Excel.
- Familiarity with Power BI a plus.

Education and Experience Requirements:

- 1-3 years of experience in project management, event management.
- Experience in data analytics.
- Customer Service experience a plus.
- Associate or bachelor's degree in a business related field a plus.
- Proficiency with Microsoft Office (Outlook, Excel, Word, Powerpoint).

Responsible to: The position reports directly and works alongside the Director of Event Operations.

Annual Salary: \$35 -\$40k, based on experience. Benefits include a healthcare stipend, 401k Match, PTO, Discounts for Birkie Store & sponsors. Next level office culture!

Job location: Must be able to work daily in Hayward, WI. Office hours apply.

Contact: Please submit completed resumes to Kristy Maki (kristy.maki@birkie.com)