



Job Title: Registration Data Associate/Manager

10/14/2022

Organization Summary: The American Birkebeiner Ski Foundation is a 501(c)(3) non-profit organization, based in Hayward, WI.

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 **Registration Data Associate/Manager** position will manage participant data, event registration creation, wave placement, and data analytics to support the participant experience at all American Birkebeiner Ski Foundation events. The position will keep participants in mind while creating registration processes and supporting registration staff to create strong events. The Registration Data position will lead participant analytics, be responsible for ordering Birkie/Korte/PH/OT bibs, and lead data integration between registration and data management. The RD position will work with other teams at the ABSF to ensure all departments are covered through the registration process.

Candidate Skill Set and Qualities:

- Strong communication and planning skills
- Proficient with Microsoft Excel
- Knowledge data querying, reporting, and data visualization is a plus
- Registration platform knowledge is a plus
- Event experience, as participant and/or manager are a plus
- Experience with planning, workflow analysis, and project management are desired
- Must be able to spend long hours at events, including evenings/weekends as needed
- Must be eager to be integral part of the team at the ABSF

Education Requirements:

The applicant must have an associate’s or bachelor’s degree. Experience isn't limited to the classes or college transcript. Relevant work-study jobs, field work, practical experience and internships will be considered.

Salary: Competitive salary based on prior work and education experiences. Benefits include healthcare, 401k match, PTO, Discounts for Birkie Store and select sponsors. Next-level office culture!

Job location: Hayward, WI. Office hours apply.

Contact: Please submit completed resumes to Mike Brown (mike.brown@birkie.com)