



## **Administrative Assistant**

### **POSITION OVERVIEW:**

**Position:** Administrative Assistant

**Employment Type:** *Part-Time Seasonal*

**Schedule:**

- May – October: Up to 8 hours/week
- November – April: Approx. 24–30 hours/week

**Reports To:** Development Director & Alpine Director

**Location:** Flagstaff, AZ (Hybrid – some remote, some on-site/on-snow)

### **Position Overview**

The Administrative Assistant provides essential year-round support to the Flagstaff Ski & Snowboard Team, ensuring smooth day-to-day operations across all aspects of the club. This versatile role is perfect for someone who is highly organized, detail-oriented, and passionate about skiing/snowboarding and youth development.

From assisting with grant submissions and event coordination to managing athlete registration and bookkeeping tasks, this individual will play a key behind-the-scenes role in helping FSST run efficiently—especially during peak season. This person will also provide reliable coverage during staff absences or high-volume times and may assist with on-snow duties as needed.

### **Key Responsibilities**

- Support grant preparation, submission, and documentation
- Assist with registration processes and participant tracking
- Coordinate event logistics, communications, and scheduling
- Perform basic bookkeeping tasks (e.g., expense tracking, invoicing, deposits)
- Provide admin support to coaching staff, including travel planning and roster management
- Assist with team communications and database upkeep
- Help organize and maintain program files, contracts, and forms
- Act as backup support during periods of staff leave, turnover, or high demand
- Assist with on-snow duties such as athlete check-in, equipment setup, or terrain support
- Other administrative tasks as assigned



### **Qualifications**

- Strong organizational and administrative skills
- Excellent written and verbal communication abilities
- Comfortable working both independently and collaboratively in a fast-paced environment
- Proficient in Google Workspace, spreadsheets, and general office tools
- Strong attention to detail and ability to multitask
- Willingness to work flexible hours including weekends during the ski season
- Passion for mountain sports and youth programming
- Capable skier or snowboarder with ability to navigate intermediate/advanced terrain

### **Preferred Qualifications**

- Experience with nonprofit or youth sports organizations
- Experience with Adobe Suite - Photoshop, InDesign, Illustrator
- Experience in photography / video editing
- Background in grant writing, events, or bookkeeping
- Familiarity with platforms like Ski Club Pro, QuickBooks, or similar tools
- Current CPR/First Aid certification (or ability to obtain)
- Knowledge of or connection to the Flagstaff outdoor community

### **Compensation**

- Hourly wage based on experience and qualifications
- Access to team and partner discounts
- Arizona Snowbowl pass included for the season
- Opportunity for growth and increased responsibilities based on performance

### **To Apply**

Please email your resume and a brief statement of interest to **[director@flagstaffskiclub.org](mailto:director@flagstaffskiclub.org)**.