



July 2009

Position Available: Executive Assistant /Office Manager

Colorado Ski County USA (CSCUSA) is the trade association representing the twenty-two ski/snowboard resorts throughout Colorado. Based in downtown Denver, the organization focuses on Public Policy, Marketing and Media and Public Relations.

Colorado Ski Country's team consists of nine people with a collective passion for skiing and riding. The staff is a dynamic and energetic group of team players. The daily tasks are straight forward, however, the person who fills the position must be able to handle the fast-paced winter season with enthusiasm and attention to detail.

This position provides administrative support to the President & CEO and staff in a variety of capacities including telephone coverage, copier projects, processing of letters/correspondence, events/meeting planning, database management and helps in enabling CSCUSA operations run smoothly on a day-to-day basis. This position is also responsible for basic office operations.

Primary Responsibilities—

- Screen and respond to telephone calls and visitors.
- Organize and book travel arrangements.
- Process incoming/outgoing mail.
- Draft and initiate reply correspondence for signature.
- Compile expense reimbursement reports for the President.
- Event/meeting planning for regular meetings of the CSCUSA staff, Board of Trustees and Executive Committee.
- Officially record all decisions of the meetings and prepare minutes.
- Document amendments to the by-laws, and Board appointments and elections.
- Maintain office documents, including ski area personnel and committee lists.
- Act as a liaison with external parties, including high-level staff.
- Establish and maintain organized files.
- Maintain contact with building management, parking, janitorial services, etc.
- Provide adequate supplies to meet employee and program needs in line with available budget.
- Assign office equipment and repair or replace office equipment as necessary and in accordance with approved budgets.
- Coordinate front office operations.
- Other duties as assigned by the President.

Minimum Required Qualifications—

- Excellent command of the English language, oral and written.
- Excellent business writing skills.
- 2-4 years prior full-time work experience in an administrative position
- Pro-active; solid analytical skills; detail oriented.
- Effective interpersonal skills, maturity, good judgment and capable of communicating in a professional manner with a diverse range of individuals.

- Resourceful problem solving and follow-up skills.
- Advanced PC and Network computer skills, particularly Microsoft Word, Access, Excel and Power Point.
- Ability to travel and attend meetings on an as-needed basis.
- Reliable, dependable, flexible and responsive; must be available to work outside normal business hours as required.

Additional Desired Qualifications—

- Familiarity with Colorado tourism and snowsports industries.

Salary Range: \$30,000-\$35,000 DOE

Additional Benefits:

- 2 Gold Medallions which allow unlimited skiing/riding at 21 member resorts.
- Monthly subsidy of downtown parking or public transportation.
- Health and dental insurance. Employee contribution required.
- 401K retirement program.

How to Apply:

Interested persons who meet the minimum required qualifications should forward their resume and a cover letter mentioning the position for which they are applying to:

employment@coloradoski.com

-or-

Employment
Colorado Ski Country USA
1507 Blake Street
Denver, CO 80202

Colorado Ski Country USA will consider all qualified applicants on the basis of their resumes. Subsequently, CSCUSA will identify a set of finalists and will schedule interviews with those applicants. Submission of a resume will not necessarily result in an interview. CSCUSA will not respond to telephone inquiries as to the status of individual applications.

Application Deadline: July 17, 2009