

August 2017



Part-time, seasonal position available: **Passport Program Coordinator**

Colorado Ski County USA (CSCUSA) is the not-for-profit trade association representing twenty-two ski resorts throughout Colorado. Based in Denver, the organization focuses on Marketing, Public Policy and Communications.

The 5th & 6th Grade Passport Programs are an integral part of our trade association and exist to provide children with an opportunity to ski or snowboard at our state's beautiful, diverse and exciting ski areas. The Passport Program Coordinator is a seasonal position and will help with the execution and fulfillment of this program. The ideal candidate for this position must possess strong customer service and organizational skills, has a strong knowledge of Colorado ski areas and a passion for helping families enjoy Colorado's signature winter activity.

Primary Responsibilities:

- Answer general program requests for information via phone and email with exceptional customer service
- Process applications in a timely manner including approving, monitoring and printing processes
- Data entry, envelope stuffing, and mailing
- Manage various databases
- Report to the Passport Program Lead and Program Manager

Qualifications:

- Strong customer service skills
- Multi-tasking
- Writing skills
- Proactive, solid analytical skills, detailed oriented
- Resourceful problem solving
- Ability to meet deadlines
- Proficient in Microsoft Word, Microsoft Outlook and Excel
- Basic knowledge of WordPress or other similar CMS

Additional Desired Qualifications:

- Basic knowledge of Spanish language a plus

Compensation and benefits:

- August – February, 15-17 hours a week, Monday-Friday
- \$10-\$12/hour depending on experience
- One VIP Pass which allows one day of skiing/snowboarding for the Passport Program Coordinator at each of 21 participating member resorts

How to Apply:

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

employment@coloradoski.com (please put *Passport Program Coordinator* in the subject line)

-or-

Employment
Colorado Ski Country USA
3773 Cherry Creek Drive North
Suite 955
Denver, CO 80209

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 19, 2017