

Position Title: Office Manager
Supervisor: Executive Director



Job Type: 20-25 hours/week with seasonal variability; 35+ hours during race week
Benefits: Flexible schedule with paid time off
Salary: \$20-25/hour, \$20,000-\$31,250 Annually

About Us:

Pikes Peak Marathon, Inc. is dedicated to promoting and executing high-quality race events for runners from around the world. Our mission is to provide exceptional races in outstanding venues that promote physical fitness, gives back to the communities and environment in which they occur, as well as allowing runners to test their physical limits through competition. Our vision is to challenge our participants with exceptional running experiences in the Pikes Peak region.

Position Summary:

The Office Manager will be responsible for the daily operations and organization of the local office. This role involves a variety of tasks throughout the year and will provide hands-on support for events such as the Pikes Peak Ascent & Marathon, Barr Trail Mountain Race, and the Garden of the Gods 10 Mile/10K/Trail Race.

RESPONSIBILITIES:

- Office Management
 - Receive, sort and manage all phone calls, emails, USPS mail and deliveries
 - Purchase and maintain inventory of office and breakroom supplies
 - Oversee office maintenance, organization and appearance
 - Manage all customer service requests in a helpful and friendly manner
 - Maintain all business related renewals (memberships, organization/charity state renewals, legal/trademark renewals)
 - Partner with ED/Ops Director to maintain committee roster
 - Website management for Garden, BTMR and PPM websites; post updates and new content, collaborate with Race Directors on updates, maintain relationship with webhost
 - Manage/Support organization activities, i.e. volunteer appreciation, G2P celebration, in-house meetings, holiday party
 - Organize and maintain inventory of all committee, volunteer and runner apparel
 - Organize and inventory all merchandise and fulfill orders and shipping as needed
 - Manage communications with contractors, guests, and runners (prize winners)
 - Procure guest and staff accommodations during race weekends

- Communications
 - Assist with preparation and execution of leadership, executive team and committee meetings; agenda, notes, pre/post meeting email communications
 - Assist with quarterly committee newsletter
 - Assist with content for websites, social media, newsletters, press releases, etc. as requested
 - Assist with design and printing of printed, marketing, and branding materials as needed

ADDITIONAL EVENT SUPPORT:

- Support the PPM team and Race Directors in operational set up, execution and tear down of events as needed.

SKILLS REQUIRED:

- Strong time management and multitasking skills with the ability to prioritize tasks, and keep track of deadlines
- Excellent verbal and written communication to liaise with staff, vendors, and clients
- Organizational skills to include managing office supplies, document management and record-keeping
- Experience with administrative software (e.g., Microsoft Office, Google Workspace, Canva)
- Familiarity with website platforms such as Weebly or WordPress helpful
- Uphold Pikes Peak Marathon, Inc. mission, vision and values
- Handle sensitive information with confidentiality

Application Process:

Interested candidates should submit their resume and letter of interest highlighting relevant experience to info@pikespeakmarathon.org. Applications will be accepted until January 19, 2025.