



Title: Office Manager

Supervisor: Race Directors

Job Type: Part Time, Hourly; Average 20 hours/week with Seasonal Variability

#### POSITION SUMMARY:

The Office Manager for Pikes Peak Marathon, Inc. is responsible for all day-to-day operations and organization of the local office in Manitou Springs, Colorado. The Office Manager performs a wide variety of tasks year-round while providing hands-on support to the Pikes Peak Ascent & Marathon, Barr Trail Mountain Race, and the Garden of the Gods 10 Mile / 10K.

#### YEAR-ROUND DUTIES AND RESPONSIBILITIES:

- 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 day-to-day finances, including payment and tracking of invoices and office expenses, bank deposits, online transactions (Square, RunSignUp, etc.), etc.; Enter all transactions into QuickBooks accounting software
- In partnership with committee Finance Chair, reconcile monthly financial statements and generate reports for the Race Director(s) and Board of Directors as needed
- Oversee the organizations incoming email, answer inquiries or forward as required
- Manage all customer service requests in a helpful and friendly manner
- Manage details for Board of Directors meetings (schedule, location, food/drink, copies, etc.); attend and take minutes for review and approval; usually 4-6 Board meetings per year
- Manage all volunteer appreciation activities, including details of the annual holiday party

#### SEASONAL DUTIES AND RESPONSIBILITIES:

- Maintain committee roster with name, contact information, sizes, and committee role
- Work with the Race Directors in selecting and ordering runner items consisting of race bibs, medals, etc., as well as ordering, distribution and tracking of apparel for runners, race committee and volunteers.
- Manage details for Committee meetings (schedule, location, food/drink, etc.); usually 5 in-person Committee meetings per year from April to August
- Obtain annual renewals of RRCA insurance, music licensing agreements, certificates of insurance, etc.

#### SKILLS REQUIRED:

- Excellent customer service and communication skills are required, as the Office Manager is the first point of contact for most of the phone and email inquiries, issues and concerns
- Strong attention to detail and organization skills
- Knowledge of QuickBooks is helpful, but not required
- Knowledge of Microsoft Outlook
- Knowledge of the running community, and/or the Pikes Peak Ascent & Marathon (and related races) is helpful, but not required

#### BENEFITS:

- Fun, family-oriented team with a passion for health, fitness, and our local community
- Flexible schedule and work-from-home arrangement possible, if desired
- Be part of historically significant and international events, to include the second-oldest marathon in the United States
- Seasonally based hours (in one year, averages out to 20 hours/week)
  - o January-April – Scheduled 15 hours per week
  - o May-September – Scheduled approximately 30 hours per week  
NOTE: Additional hours may be required during the 3 race weeks
  - o October-December – Scheduled 10 hours per week

If interested, please submit a resume and cover letter to [info@pikespeakmarathon.org](mailto:info@pikespeakmarathon.org)