



**The Loppet Foundation  
Ski School & Data Coordinator  
Job Posting**

[The Loppet Foundation](#)'s mission is connecting people to the outdoors through experiences that grow community. We value anti-racism, collaboration, growth, inclusion, play, stewardship and well-being. The foundation provides quality programming for youth and adults, produces world class adventures and sporting events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

**Job Summary:** The Data Coordinator is a seasonal, full time hourly position (approximately October 10, 2023 - March 15, 2024), with the expectation of up to 40 hours per week. This position necessitates regular weekend availability for Ski School operations and some evening/weekend availability for Loppet events. The Data Coordinator will be responsible for managing the administration of Loppet Ski School operations. Provides customer service for inquiries regarding events and registration questions. Assists the Registration & Database Manager with packet pick up and preparation for all Loppet events, including the [Loppet World Cup 2024](#), and other database administration duties as assigned.

**Essential Responsibilities:**

- Run day-to-day operations of the Loppet Ski School, including management of private lessons, schedules and instructor schedules
- Communications with ski school participants regarding lesson protocols and questions
- Manage in partnership with the Trailhead staff the appropriate rental inventory to meet the demands of ski school participants
- Respond to participant questions and other inquiries regarding Loppet events and registrations
- Assist with packet pickup and preparation for Loppet events, including the oversight of volunteers and participant experience at packet pickup
- Assist with database administration duties such as creating discount codes and issuing refunds

**Desired Knowledge and Abilities:**

- At least two years of experience with database management and/or data entry
- Experience with Excel, Monday.com, and other registration softwares
- Experience working with the general public in a customer service role
- Excellent written and verbal communication skills
- High attention to detail
- Supervisory experience

The Data Coordinator reports to the Registration & Database Manager who reports to the Finance & Administration Director. Hourly wages range from \$19 - \$22/hour, depending on demonstrable experience.

*We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the*

community we serve. We understand that we cannot fulfill our mission without acknowledging and addressing the many barriers that exist for some members of our community, especially our BIPOC and LGBTQIA+ community. We still have a long way to go, but are fully committed to bringing DEI practices and values to the forefront of all areas of the organization. We recognize this is a big statement to make and are happy to provide more details and conversation around our strategic equity goals and immediate actions. We currently have a full-time permanent staff that is 32% BIPOC and 68% White/Caucasian. **Hence, we strongly encourage BIPOC, Indigenous and Queer identified individuals to apply.**

#### **HOW TO APPLY:**

No phone calls, no walks in. To apply, please follow the instructions below:

- Email the following materials to [hr@loppet.org](mailto:hr@loppet.org) with an e-mail subject that reads "Ski School & Data Coordinator Application":
  - Resume (preferably in .pdf form) and Cover Letter in the body of the email.
  - All applications received by **September 15, 2023** will be considered.