

Job Title: Office & Operations Manager

Organization: Meadows Race Team / Meadows Amateur Ski Racing Association (MASRA)

Reports To: Program Director Status: Full-Time Seasonal / Part-Time Off-Season

(Variable/Hybrid) Location: Mt. Hood Meadows, OR & Remote

Position Summary

The Meadows Race Team (MRT) is looking for more than just an administrator; we are seeking an operational partner. As the Office & Operations Manager, you will serve as the business hub of the organization, ensuring that while our athletes perform on the mountain, the organization performs on the ground.

This role is the central nervous system of the club. You will manage the financial, logistical, and communicative health of the non-profit. We are looking for a professional who can master the day-to-day mechanics of the club today, with the vision and capability to optimize and professionalize our operations for the future.

Core Responsibilities

1. Financial Operations & Reporting

- **Fiscal Management:** Own the daily financial rhythm of the club, including Accounts Payable/Receivable, payroll processing, and tuition collection.
- **Board-Level Visibility:** Go beyond data entry by preparing monthly financial snapshots and P&L reports. You will work with the Program Director to track budget variances and provide the financial clarity needed for strategic decision-making.
- **Compliance:** Act as the primary point of contact for external CPAs regarding taxes, audits, and non-profit compliance.

2. Member Experience & Systems Management

- **Platform Ownership:** Serve as the administrator for our registration and management platforms (e.g., TeamSnap, SkiClubPro). You will not just maintain these systems but assess them for efficiency and ease of use.
- **The "First Point of Contact":** Manage the member journey from inquiry to registration. You are the voice of the club for parents, requiring a balance of customer service warmth and policy enforcement.
- **Process Improvement:** Proactively identify bottlenecks in our registration, waiver, or communication processes and implement smoother workflows.

3. Program Logistics

- **Travel & Event Orchestration:** Manage the complex logistics of team travel and race events. This involves vendor negotiations (lodging/transport), precise scheduling, and managing large-scale itineraries.
- **Asset Management:** Oversee the organization's physical assets, including the van fleet (maintenance/insurance) and office inventory.

4. Communications & Engagement

- **Information Hub:** Ensure consistency and professionalism in all external communications, from newsletters to website updates.
 - **Volunteer Enablement:** Support the volunteer ecosystem, ensuring our events are staffed and parents feel engaged and valued.
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The Opportunity: Scope for Impact

This position is designed with room to expand. While the core of the role is operational execution, we value autonomy and initiative.

- **Partnership:** You will work closely with the Program Director, allowing them to focus on athlete development while you take ownership of the business efficacy.
 - **Evolution:** We encourage the Operations Manager to look for ways to modernize the club. Whether through overhauling our digital tools, finding budget efficiencies, or improving the member experience, you will have the latitude to leave a lasting mark on the organization.
 - **Professionalization:** For a candidate with the right aptitude, this role offers the chance to touch every aspect of non-profit management—from governance to finance to strategy—providing a comprehensive platform for professional development.
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Qualifications

Required:

- **Operational Versatility:** Proven experience in office management, operations, or administration. You are comfortable wearing multiple hats in a single day.
- **Financial Literacy:** Strong grasp of bookkeeping principles (AP/AR/Payroll). Proficiency with QuickBooks (or similar) is essential.
- **Tech Savvy:** Ability to master and administer database/registration platforms. You are the person others come to when they can't figure out the software.
- **Self-Starter:** The ability to work independently, anticipate needs, and manage time effectively without constant supervision.

Preferred:

- Experience with youth sports organizations or non-profit governance.
 - **A strategic mindset—the ability to see the "big picture" behind the administrative tasks.**
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Work Environment & Schedule

- **Seasonal Rhythm:** The role matches the intensity of the ski season (approx. 35-40 hours/week, Sept–May) with a lighter, flexible schedule during the off-season (10-20 hours/week).
- **Hybrid Flexibility:** Administrative duties can often be performed remotely, though presence at the Mt. Hood Meadows office is required for specific operational needs and events.
- **Physical:** Occasional lifting (25 lbs) and the ability to work in a fast-paced environment.

To Apply: Please submit a resume and a cover letter detailing your experience in operations and financial administration. In your cover letter, briefly describe a time you improved a process or system in a previous role.

Meadows Race Team is an Equal Opportunity Employer.