



Team Summit Colorado is a youth development organization empowering our athletes to realize and celebrate their personal podiums through athletics, education, and life skills by participating in innovative programming at our world-class venues.

**Office and Membership Manager, Copper Mountain, CO Full time  
\$35-45K DOE**

In collaboration with Executive Director, the Office and Membership Manager ensures excellent customer service to our members by maintaining a professional office environment. Key responsibilities include:

- First point of contact for the organization.
- Maintains the membership database and program registrations.
- Supports the bookkeeper and accounting team in financial operations.
- Works with our HR partner to manage hiring and benefits.

Successful candidates will have:

- Excellent customer service and communications skills.
- The ability to manage diverse projects.
- Excellent computer skills and the ability to quickly learn new apps/platforms.
- A love for empowering staff to deliver high level programs.
- Basic knowledge of bookkeeping and human resources.

**HOW TO APPLY**

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [cb@teamsummit.org](mailto:cb@teamsummit.org) by **April 15**.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit to a full background screening.