



WESTERN DIVISION

Working Opportunities in the Snowsports Industry

We are pleased to announce rewarding, challenging and fun educational opportunities within the Western Division of PSIA & AASI. We seek part-time, self-motivated snowsports passionate people to apply for paid and volunteer positions based in the Truckee, Western Division office.

Paid Positions Available

PSIA-AASI Western Division Administrative Assistant

The ideal candidate will have a passion for snowsports and knowledge of the PSIA-AASI organization. The candidate should have strong written and verbal communication skills and have exceptional customer service. This position reports to and serves at the pleasure of the Western Division Administrative Staff.

The Administrative Assistant will assist in all aspects of running a busy, seasonal office, and provide superior customer service to our members. He/she will assist the Events and Education Manager to coordinate the staging over 200 events in a season, including maintenance of on-line systems for registration of attendees, and logistics with the host resorts. The Administrative Assistant will assist the Executive Director in all other projects that he/she deems necessary.

Primary responsibilities & duties:

- Assist with membership records (computer skills needed)
- Membership Dues and event Registration processing and billing
- Assist with all Social Media platforms, Marketing and Web Design and assist with the publication of monthly/weekly e-blast (knowledge of Wordpress a huge plus)
- Assist with the coordination of the events calendar
- Communicating event information to participants and staff through email and online confirmations
- Prepare lift ticket count for ski schools hosting events
- Maintain online status of events

Additional Daily Responsibilities

- Assisting Education and Events Manager
- Track event packets and materials, prepare pins and certificates
- Great Customer Service Answering Phone calls and emails from the membership
- Attend events as necessary as office support or to gain insight into processes
- Coordinate or complete maintenance of office equipment and inventory

The duties are not inclusive to the above description and may vary based on the needs of the organization.

Offering a competitive hourly rate with the benefits of flexible hours. To be considered please reply in confidence with the following materials to Kristi Prochazka, Western Division Administrative Director at kjereb@psia-w.org. Or complete the [JOB APPLICATION LINK](#)

- Cover letter to include your experience and skills as they relate to the stated position responsibilities
- Resume and three references

Deadline for submissions is Monday, Oct. 30. The new Administrative Assistant is expected to begin employment by Dec. 1st

Multiple Division Discipline Committee Volunteer Positions

Our mission is to promote exceptional standards at all levels and disciplines of snow sport instruction; Build leadership in individuals through education, training and adventure; Inspire a lifelong passion for snow sports, adventure, and the mountain experience; Connect snowsport instructors of the world together in order to share, learn and grow.

We are seeking to broaden our community of snow sport enthusiasts. Professionals, students, and members all play a role. Volunteering with us is a great way to support a mission-driven organization, gain experience, and develop your professional and social networks.

We work with volunteers to create opportunities that maximize their unique skills, interests, and experience to best help us serve our member community. To apply for a volunteer opportunity, please complete this [APPLICATION LINK](#). Please also send kjereb@psia-w.org a copy of your resume and brief cover letter. We look forward to meeting you!

Volunteer Office Assistant

PSIA/AASI Western Division is currently seeking volunteers to provide office support at our Truckee office. Office volunteers will help the Executive Director with administrative support including data entry and filing projects, copying, scanning, and general office upkeep. Click [here](#) for more information.

Pro Bono Opportunities

Lawyers, post-graduate legal fellows, and other volunteer professionals (including retirees) work with us in a variety of ways. Here are some examples:

- Mentoring, training, and consulting (within the legal and administrative sides of our program)
- Assisting with intake and referral, as well as providing advice and counsel (non-lawyers can do this under staff attorney supervision)

- Community legal education and outreach
- Relationship building and program development

Students

Students play an integral role at PSIA/AASI West. We seek students who are passionate for Snow Sports

College and high school students can fulfill community service hours as well as develop critical skills and habits that will help prepare them for educational and career growth. We tailor volunteer opportunities to best match the volunteer's skills and experience level. In the past, students have helped manage administrative workflow, worked in our development department to update our databases, and helped us beautify our property.