

**Job Title: Registration Associate**

Date: June 3, 2025 Location: Hayward/Cable, WI

Job Type: Part-Time, Temporary (June – September 2025)

Reports To: Event Registration Lead

About this Role

We're looking for a detail-oriented and organized part-time Registration Associate to join the American Birkebeiner registration team for the 2025 summer season. In this temporary role, you'll play a crucial part in ensuring a smooth and accurate registration process for our events. You'll primarily focus on data management, handling participant information, and providing essential support during a maternity leave period. This is a fantastic opportunity for someone who enjoys working with data, has excellent communication skills, and is available to commit to a flexible schedule through September.

Key Responsibilities

As a Registration Associate, your responsibilities will include:

- Wave Placement & Data Management:
 - Manage participant wave placements, including addressing duplicates, processing upgrade requests, and handling category switches/transfers.
 - Maintain and update registration spreadsheets.
 - Send timely wave confirmation emails to participants.
- Data Tracking & Reporting:
 - Monitor and update dashboard tracking in Microsoft Teams.
 - Pull data from RSU (Registration Software/System) as needed.
- Communication & Support:
 - Monitor and respond to registration emails.
 - Provide essential coverage during team vacations, including answering phones and assisting with general registration inquiries.
- Inventory & System Updates:



- Conduct inventory of finisher pins.
- Update participant data in Haku and CRM systems, ensuring accuracy and consistency.
- Event Support:
 - Assist with on-site registration and check-in at various events, including:
 - LWC (Lumberjack World Championships) - Ticket booth assistance.
 - Telemark Gravity Enduro - Bib handout.
 - Stride de She - Participant check-in.
 - Birkie Trail Run (BTR) Prep - Bib organization, relay team management, and other pre-event tasks.

Timeline

- Training: 1-2 days of in-office training during the week of June 2nd or 9th.
- Work Hours: Approximately 15-20 hours per week while the Event Registration Lead is on maternity leave.

To apply, submit your resume and cover letter to Kristy.Maki@birkie.com