



Job Title: Event Logistics Manager

8/3/2026

Organization Summary: The American Birkebeiner Ski Foundation is a 501(c)(3) non-profit organization, based in Hayward, WI.

Vision: Inspire people to challenge themselves outside by creating experiences that shape their lives

Mission: Hosting world class events – including the American Birkebeiner; Maintaining one of the nation's premier recreation trail corridors; Promoting healthy, active lifestyles for people of all ages and abilities.

Position Summary: The **Event Logistics Manager** will handle supply and equipment management for all American Birkebeiner events. The **Event Logistics Manager** is responsible for ordering event supplies, warehouse management, and event activation. The position will work closely with the Senior Event Manager, Event Director and Volunteer Director and is an integral part of the Event Operations Team.

Position Responsibilities and Qualifications:

Primary

1. Event Planning: manage equipment rental and contracts; manage supplies and set up for aid stations, start/finish areas, etc; coordinate supply needs with other ABSF departments and teams for events
2. Lead event set up and tear down activation with paid contractors, staff members, and volunteers
3. Inventory supply and management- organize and maintain warehouse, track inventory numbers, and manage deliveries
4. Arrange and manage set up/tear down schedules, supply packing, clean up, and inventory pre and post event
5. Create venue layout maps to utilize during set-up and planning for events

Other

- Aid station prep, monitoring and supply
- Race Chief onboarding, collaboration, and support in conjunction with Volunteer Director
- Ability to drive a truck and trailer a plus
- High level of organization and attention to detail, especially on deadlines
- Must be able to spend long hours at events, including evenings/weekends as needed

Qualifications

- 1-3 years of project management experience
- Good customer service and communication skills
- Prior experience working with public
- Valid driver's license with no restrictions.

Salary: Compensation based on experience. Benefits package includes Health insurance, 401k Match, PTO, Staff clothing, discounts for Birkie Store & sponsors. Next level office culture!

Job hours: Typical office hours apply but includes extended hours at events throughout the year.

Contact: Please submit completed resumes to Mike Brown (mike.brown@birkie.com)