



Job Title: Registration Assistant

Updated: 02/07/2023

Reports to: Vice President, Customer Success

Work Location: Akron Marathon Charitable Corporation, 155 E Voris Street, Akron OH 44311

Job Type: Part-time with Full-Time opportunity

Summary:

The Registration Assistant will assist with runner registration and provide customer service to our participants. This position will also provide office administrative duties and support.

Responsibilities include but are not limited to:

• **Registration Support**

- Assist in registration process through Race Roster, our registration platform
- Data entry of offline registrations
- Process multiple regular reports using Excel
- Troubleshoot runner problems, correct mistakes
- Assist at Packet Pickup/Late Registration
- Assist in mailing out runner packets

• **Administrative Support**

- Answer and direct phone calls
- Answer general email inquiries
- Assist in administrative and clerical support
- Collect and distribute mail
- Greet and assist visitors
- Complete projects as assigned
- Inventory and order office supplies

Requirements

- Attention to detail
- Competent in data entry and database management skills
- Competent in using Microsoft Office 365
- Must be flexible, able to handle multiple tasks and have strong time management skills
- Ability to work under pressure and meet deadlines
- Required to work evening hours and weekends during race related events

Schedule

15-20 hours / week with longer hours during race weekends. Full-time advancement opportunities are available based on performance and organizational needs.

Compensation

\$15+ based on skill level and qualifications.

To Apply

Interested and qualified candidates should email resume to info@akronmarathon.org