



Oregon School Activities Association

25200 SW Parkway Avenue, Suite 1

Wilsonville, OR 97070

503.682.6722 fax: 503.682.0960 <http://www.osaa.org>



NOTICE OF JOB OPENING

for the position of ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

The OSAA is looking for a qualified individual to assist OSAA staff with high school athletic/activity programs. An applicant must be able to interact with school personnel, students, parents, patrons, and all interested organizations and individuals in a positive manner.

MAJOR DUTIES / RESPONSIBILITIES

- Coordinate state championship event information packets/supplies
- Interact via phone and email with the public and various affiliated organizations (i.e. ADs, coaches, and officials)
- Assist with processing orders and invoicing
- Order office and state championship supplies
- Other related duties as assigned

QUALIFICATIONS

Interested applicants must meet the following minimum requirements:

- General knowledge of high school sports and activities
- Highly organized with the ability to work in a collaborative, team-oriented environment
- Detail oriented with the ability to multi-task and prioritize while adhering to deadlines
- Effective written, verbal, and interpersonal communication skills
- Proficient in Microsoft Office Suite, QuickBooks, Adobe Acrobat, plus related computer skills

ABOUT THE OSAA

The OSAA is a non-profit, board-governed association. Company paid benefits include Medical, Dental, Vision, Life, and Long-Term Disability insurance. Annual vacation and sick leave allotment included, along with a competitive 401(k) Retirement Plan. The OSAA is not affiliated with PERS.

SALARY AND START DATE

Salary commensurate with experience and personal qualifications. Employment will begin in late July 2018.

APPLICATION MATERIALS

Candidates should submit the following information via email to Candy Posey, Business Operations Manager (candyp@osaa.org):

- Letter of application stating why you are interested in the position and addressing the qualifications listed
- A resume that accurately reflects your education, work experience and relevant skills/abilities
- Three letters of reference from individuals who have observed your work performance in the past 5 years

Closing date for acceptance of application materials: Friday, June 15, 2018

Date Posted: May 24, 2018