



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 ASSISTANT EXECUTIVE DIRECTOR

POSITION SUMMARY

The OSAA is looking for a qualified individual to assist in the management, supervision, and leadership of high school athletic/activity programs in areas assigned by the Executive Director. This includes rules interpretations, budget preparation, facility contract negotiations, and officials/judges' certification. 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

- Administrate regular season and state championships for assigned athletics/activities
- Interpret rules in OSAA Handbook
- Assist with Executive Board, Delegate Assembly, and various committee meetings
- Interact with various affiliated organizations (i.e. athletic directors, coaches, and officials)
- Provide on-site coordination of state championships in various athletics/activities
- Other related duties as assigned

QUALIFICATIONS

Interested applicants must meet the following minimum requirements:

- Bachelor of Arts or Science degree from an accredited college or university
- Five years of experience as a school administrator, athletics/activities director, coach, or equivalent
- Effective written, verbal, and interpersonal communication skills
- Detail oriented along with the ability to multi-task and prioritize
- Excellent event planning, fiscal management, conflict resolution and analytical skills
- Proficient in Microsoft Office Suite, plus related computer/social media 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 401k retirement plan. The OSAA is not affiliated with PERS. This position does include some travel, night, and weekend work.

SALARY AND START DATE

Salary commensurate with experience and personal qualifications. Employment will begin in late June 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
- Names and contact information of three individuals who have observed your work performance in the past 5 years

Closing date for acceptance of application materials: Wednesday, April 4, 2018