



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, officials, parents, patrons, and all interested organizations and individuals in a positive manner.

MAJOR DUTIES / RESPONSIBILITIES

- Support statewide contest officials' registration/certification and local association sport commissioner relationships
- Liaison with headquarter hotels for contract and lodging arrangements
- Meeting organization and preparation
- Interact with the public, various affiliated organizations (i.e. ADs, coaches, and officials), and committees/boards.
- 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
- Take pride and ownership in their responsibilities
- 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. The OSAA is an Equal Opportunity Employer.

SALARY AND START DATE

Salary range is between \$45,000-\$47,000 depending on experience and personal qualifications. Employment will begin in mid to late January 2020.

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: December 30, 2019

Date Posted: December 11, 2019