



Oregon School Activities Association

25200 SW Parkway Avenue, Suite 1
Wilsonville, OR 97070
503.682.6722 <http://www.osaa.org>



NOTICE OF JOB OPENING

for the position of DIRECTOR OF MEDIA COMMUNICATIONS

Application Deadline: September 9, 2024

POSITION SUMMARY

The Oregon School Activities Association (OSAA) is seeking a highly organized individual to direct media communications for the Association. This person will be the primary contact for credentialing and media operations for all state championships, including facilitation of audio/video broadcasts, creation of souvenir digital programs, and coordination of statistics and historical recordkeeping. In addition, this person will work in conjunction with existing staff on social media, website content, on-site event management, and general communications strategy.

MAJOR DUTIES / RESPONSIBILITIES

- Manage annual Media/VIP credentialing, including creation and statewide distribution of passes.
- Coordinate media operations for all state championships, plus all media inquiries, press releases, and interviews.
- Oversee OSAA Radio Network, NFHS Network, and broadcast requests for all state championships.
- Design and gather information for state championship souvenir digital programs.
- Coordinate statistics personnel, on-site stats collection, and archiving of historical state championships results.
- Assist with social media efforts and website content, including publishing OSAAtoday articles and updating results/brackets.
- Serve as on-site staff representative at various state championship events seasonally.
- Design and help manage implementation of Association communications strategy.
- Effective communication and promotion of the Association's mission and belief in the value of education-based activities.
- Interact with various affiliated organizations (i.e., athletic directors, coaches, and officials).

QUALIFICATIONS

Interested applicants must meet the following minimum requirements:

- Bachelor of Arts or Science degree from an accredited college or university.
- Three years of professional experience in a role related to communication management, preferably in the areas of sports information, public relations, or a related field within the sports industry.
- Effective written, verbal, and interpersonal communication skills, including sound judgment, integrity, and tact.
- Proactive and detail-oriented mindset, well organized, ability to work independently and in a team environment.
- Familiarity with media relations, broadcasting, and statistical software. Graphic design and multimedia skills a plus.
- Experience with Microsoft Office and Adobe Creative applications, social media platforms, and content management systems.

ABOUT THE OSAA

The OSAA is a private non-profit 501(c)3, board-governed association. The Association's 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 job is not a work from home position. Work hours will take place at the OSAA office in Wilsonville, and the position does include travel, night, and weekend work at times.

SALARY AND START DATE

Starting salary range \$80,000-\$85,000, commensurate with experience. Employment to begin in late September 2024.

APPLICATION MATERIALS & QUESTIONS

Applicants must submit the following information via email to Kyle Stanfield, Chief Operating Officer, (kyles@osaa.org):

- Letter of application stating why you are interested in the position and addressing the required qualifications.
- Resume that accurately reflects your education, work experience, and relevant skills/abilities for the position.
- Letters of reference, plus contact information, from three individuals who have personally observed your work performance.

If you have questions about the job opening, please contact Peter Weber, Executive Director, directly at peterw@osaa.org.

OSAA is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on qualifications, merit, and business need.