

## NOTICE OF JOB OPENING



**Position:** Administrative Assistant

**Organization:** Idaho High School Activities Association (IHSAA)

### POSITION SUMMARY

The Idaho High School Activities Association (IHSAA) is seeking a qualified individual to assist the IHSAA staff with high school athletic and activity programs. The successful applicant must interact professionally with school personnel, officials, parents, patrons, and all interested organizations and individuals.

---

### MAJOR DUTIES / RESPONSIBILITIES

- Serve as the primary receptionist for the Association office located at 8011 Ustick, Boise, ID 83704.
- Engage with the public and affiliated organizations (e.g., athletic directors, coaches, and officials).
- Assist in preparing and distributing informational documents.
- Compile, track, and input various data.
- Coordinate shipping and receiving for the Association.
- Assist in coordinating events and meetings.
- Manage the preparation of handbooks, programs, and certificates.
- Maintain and update calendars.
- Perform other related duties as assigned.

### QUALIFICATIONS

Applicants must meet the following minimum requirements:

- High school diploma or equivalent
- Strong verbal communication skills, both over the phone and in-person
- Excellent writing and administrative abilities
- Proficiency in Microsoft Office Suite (especially Excel), Adobe Acrobat, and related computer skills
- Highly organized with a collaborative, team-oriented work style
- Detail-oriented with the ability to multi-task, prioritize, and meet deadlines
- General knowledge of and interest in Idaho high school sports and activities

### ABOUT THE IHSAA

The IHSAA is a private non-profit, board-governed association. This position is PERSI-eligible. Company-paid benefits including medical, dental and vision coverage, and paid time off are negotiable.

### SALARY AND START DATE

- \$16-20 per hour DOE, 20 hours per week
- Position will begin on hiring

### APPLICATION MATERIALS

Candidates should submit the following information to Chad Williams, Executive Director ([williamsc@idhsaa.org](mailto:williamsc@idhsaa.org)):

- A letter of interest
- An application
- 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:** August 18, 2024

**Date Posted:** July 22, 2024

IHSAA is an equal opportunity employer and does not discriminate based on 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.