

NOTICE OF JOB OPENING



Position: Administrative Assistant

Organization: Idaho High School Activities Association (IHSAA)

POSITION SUMMARY

The Idaho High School Activities Association (IHSAA) seeks a qualified individual to support high school athletics and activity programs. The role requires professional interaction with school personnel, officials, parents, patrons, and community stakeholders.

ABOUT THE IHSAA

The IHSAA is a private non-profit, board-governed association. Its mission is to coordinate, supervise, and direct interscholastic activities which enhance and protect the total educational process of all student participants.

MAJOR DUTIES / RESPONSIBILITIES

- Serve as primary receptionist at the Association office located at 8011 Ustick, Boise, ID 83704
- Interact with the public and affiliated groups such as athletic directors, coaches, and officials
- Prepare and distribute informational materials
- Compile, track, and enter data
- Coordinate shipping, receiving, events, and meetings
- Manage handbooks, programs, certificates, and calendars
- Perform other related duties as assigned

QUALIFICATIONS: Applicants must meet the following minimum requirements:

- High school diploma or equivalent
- Strong verbal and written communication skills
- Proficiency in Microsoft Office Suite, Adobe Acrobat, and One Drive
- Highly organized, detail oriented, and able to multitask and meet deadlines
- Collaborative team player with interest in Idaho high school sports and activities

SALARY & Benefits

- \$17-\$20 per hour depending on experience
- 20 to 40 hours per week with some flexibility available.
- PERSI eligible, including medical, dental and vision coverage, plus paid time off.

APPLICATION MATERIALS: Submit to Chad Williams, Executive Director (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

Job Posting Date: May 4, 2026

Interview Date: June 1, 2026

Start Date: Flexible from June 8-22, 2026

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.