



Job Title:	Assistant Executive Director		
Reports to:	Executive Director		
Date Posted:	Friday, January 20, 2023	Closing Date:	Friday, February 10, 2023
Interviews Begin:	February 13, 2023	Employment Start Date:	July 1, 2023
APPLICATION – Candidate should send cover letter and detailed resume to:			
EMAIL: djackson@ossaa.com	MAIL: David Jackson, Executive Director OSSAA P.O. Box 14590 Oklahoma City, OK 73113		
GENERAL DESCRIPTION OF POSITION: Oklahoma Secondary School Activities Association is seeking qualified applicants for the position of Assistant Executive Director. The position reports to the Executive Director and will be available July 1, 2023.			
GENERAL QUALIFICATIONS			
<ul style="list-style-type: none"> • Bachelor’s Degree from an accredited University; professional leadership in education, athletics, or a related field. • Experience in interscholastic activities administration including but not limited to coaching, officiating, athletic/activities director, student leadership, event management, scheduling, sport information management and technology, meeting planning, and meeting presentation skills. • Must possess an appropriate philosophy and advocacy for education activity programs. • Strong oral and written communication skills. • Ability to organize and work with a team. • Proven ability to effectively manage time and multiple tasks. • Flexibility in maintaining positive working relationships with colleagues and diverse constituencies. 			
PREFERRED QUALIFICATIONS			
Master’s degree; three years of administrative and/or leadership experience in school activities at the high school level or above; demonstrated public speaking and writing skills; knowledge of OSSAA rules and policies; conflict resolution abilities and the ability to assist in public and media relations efforts of the Association.			
DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Administration of Football, Golf, and/or other athletic activities and services of the OSSAA. • Facilitate the exchange of correspondence between the NFHS and OSSAA membership. • Demonstrates good planning, analytical, and decision-making skills with the ability to meet deadlines. • Other Duties as assigned by the Executive Director. 			
OTHER REQUIREMENTS:			
The physical expectations of this position include the ability to walk or stand for extended periods and, on occasion, lift and/or move items weighing up to 25 lbs.			
SALARY			
Commensurate with experience, qualifications, and degree. Benefit package accompanies salary.			