

## OIAAA Assistant Executive Director

The position of Assistant Executive Director would include, but not be limited to, the following duties:

### Minimum Expectations:

- Has served a minimum of five years as an OIAAA member with at least two years of service at the District or Executive Board levels of the OIAAA.
- Has served a minimum of five years as a full-time interscholastic athletic administrator.
- Has familiarity with OIAAA collegial associations: OHSAA, OASSA, BASA, OSBA.
- Has a working knowledge with technology inclusive of, but not limited to MS Office Suite, Google Suite, Outlook, Zoom/Google/Other Video Conferencing and FinalForms.
- Has a working knowledge of audio-visual equipment and technology.
- Has ability to manage social media to advance the association's presence on both a local and national level
- Knowledgeable of working relationship among OIAAA Districts, OIAAA State and NIAAA organizations

### Organizational Responsibilities:

- Oversees the development and coordination of the Annual OIAAA State Conference
- Serves as the OIAAA Certification Chair and oversees all aspects of certification and CAA exams for OIAAA members
- Works with the Executive Director in the coordination and marketing of the OIAAA Partnership/Sponsorship program.
- Assists with the Membership Chairperson and coordination of membership rosters with OIAAA Treasurer
- Assumes additional duties as assigned by the Executive Director and the Executive Board

### Time requirements:

- Attendance at all Executive Board of Directors meetings
- Attendance at OIAAA State Conference
- Attendance at NIAAA National Conference
- Attendance at NIAAA Section meeting
- Engagement at OIAAA Summer Institute
- Ability to respond to leadership and membership needs as necessary

### Compensation:

- Conference registrations at OIAAA and NIAAA Conferences
- Lodging at OIAAA, NIAAA and Section 2 conferences/meetings
- Mileage (per IRS rate) for all required association meetings
- Additional travel reimbursements to conferences as approved by the Board of Directors
- Initially, there may be no stipend; future consideration for such will be at the discretion of Board of Directors

### Application Process (see "Succession Process" notes, below):

- Qualified applicants will submit a letter of interest
- Include a resume which highlights candidate's meeting minimum and position expectations
- Deadline for application will be **(TBD)**.