



JOB APPLICATION PACKET:

Position Opening:

Communications Assistant

Required Application Materials:

1. Letter of Application
2. Full Resume w/ 3 Work References
3. Completed MSHSAA “Application for Employment”
4. Official College Transcript (if applicable)

POSITION DESCRIPTION: Communications Assistant

JOB SUMMARY: The selected applicant will be involved in all aspects of the communications department under the daily direction of the Communications Director. Responsibilities will include desktop publishing, data entry, media relations, updating MSHSAA website and maintaining record-setting performance information.

DUTIES AND RESPONSIBILITIES:

- Publications – design program covers; layout interior elements; review documents; organize production
- Media Relations – work with local, state and national media outlets on credentialing for championship events; answer questions concerning various media policies
- Championship Events – assist with set-up and coordination of championship events; work with staff on-site during events
- Website – post results from championship events; assist with maintaining results and record sections
- Video Editing- creating or editing promotional and/or instructional videos
- Daily computer operations – Microsoft Word, Microsoft Excel, InDesign, Photoshop, Premiere and Illustrator.
- Social Media – using various social media platforms to provide information on Association events.
- Daily interaction with member schools, officials, and media.
- Other opportunities may be available based upon applicant skill set.

QUALIFICATIONS:

- High School Diploma required; Five years' work experience and/or Bachelor's Degree preferred.
- Background in communications, journalism, sports management, or another program with verified work experience.
- Sincere team attitude, strong verbal and written communications skills, broad knowledge of proper grammatical usage, strong keyboard and editing skills, and strong interpersonal abilities, both in person and via phone/zoom/etc.
- Strong organizational and time management skills, as well as the ability to work on several projects concurrently and the ability to cope with unforeseen situations.
- Ability to work effectively with support staff and executive staff, both individually and on group projects, and the ability to adapt to changing project needs or demands.
- Ability to work well with diverse groups of individuals.
- General good health preferred.

WORK SCHEDULE: 35 hours/week. Some overtime and travel is required; may include approximately 8-12 full weekends per year.

SALARY RANGE: \$25,000-35,000; commensurate with applicant's qualifications, experience and credentials.

BENEFITS

- Board paid health insurance, life insurance, and long-term care insurance
- 401k retirement plan and FSA (dependent/medical)
- Paid vacation and sick leave

The MSHSAA is an Equal Opportunity Employer and does not discriminate on the basis of sex, creed, color, national origin, disability, or age. All persons are encouraged to apply.