

Manitoba High Schools Athletic Association

Assistant Executive Director

Job Description:

The Manitoba High Schools Athletic Association (MHSAA) seeks an enthusiastic and self motivated individual to be the Association's Assistant Executive Director.

The successful candidate will be responsible for liaison with volunteer host committees, and supervision of the MHSAA Provincial Championships.

-co-ordinate and compile weekly sport rankings, evaluate wildcard applications, and assist committees with provincial rankings.

-select athletes of the week

The Assistant Executive Director shall also assist the Association in representing the MHSAA to all outside partners and Stakeholders.

Responsibilities and Duties:

- Provide leadership to the MHSAA Board of Directors and to the local Zones and host committees.
- Work with corporate partners
- Edit Association handbook and other print materials as well as website management
- Act as MHSAA Technical liaison to sport partners
- Assist in the liaison with related organizations and associations

Qualifications and Experience:

- A degree in Sport Management or related field experience would be an asset or a combination of education and experience will be considered.
- Previous experience working in the Manitoba sport system would be an asset.
- Knowledge of Manitoba School Sports system is a strong benefit.
- Knowledge of website management an asset
- Experience in generally accepted accounting principles and specifically experience with Simply Accounting software.
- Competency in Word, Excel and Access is an asset.
- Proven experience in developing and executing plans, meeting deadlines, operating under time constraints.
- Exemplary leadership qualities and ability to work effectively with volunteers.
- Strong organizational and interpersonal skills.
- Ability to work in a multi person office, plus having supervisory experience.
- Flexibility in work hours, as this position requires occasional travel and will require attendance at meetings and championships throughout the school year.

Interested applicants are invited to send a cover letter, curriculum vitae and salary expectations to mhsaa@mhsaa.ca by September 10, 2010.