

POSITION

Internal Operations Coordinator

POSITION SUMMARY

Internal Operations Coordinator reports to the Assistant and Associate Directors of the IGHSAU.

Responsibilities:

- Assists Sports Administrators within their sports. This includes general organization, event venue communication, scripting, timing sheets, and streaming logistics.
- Assists Administrators in other programs as determined by the Executive Director (e.g. Education Programs, Student Advisory Committee, Officials Registration and Oversight, Sports Medicine Committee, Unified Sports, etc.)
- Assists in advisory/board meetings by coordinating them, creating agendas, arranging catering, and taking minutes.
- Maintains a comprehensive working knowledge of the IGHSAU Handbook and the ongoing NFHS rules and regulations.
- Strong working knowledge of contracts and coordinating the future of IGHSAU contracts.
- Strong ability to understand and work with different Iowa CVBs.
- Assists with postseason pairings in all sports, as requested by the sport administrators.
- Handles incoming and outgoing correspondence, emails and telephone calls related to responsibilities in a professional and timely manner.
- Serves as administrator or assists in administration of IGHSAU State Tournaments/Meets including presence at state tournament/meet sites.
- Maintains a positive working relationship with other staff members.
- Maintains a positive working relationship with other professional organizations.
- Represents the IGHSAU in a positive and professional manner.
- Participates in professional growth and development.
- Performs other duties as assigned by the Executive Director.

QUALIFICATIONS

Education: The candidate must hold a bachelor's degree in a field relevant to the position responsibilities.

Experience: The candidate should possess an understanding of and appreciation for education-based activities, including but not limited to:

- Understanding of large venues and ability to work with CVB's in host communities.
- Planning/scheduling of events.

Skills: The Internal Operations Coordinator should demonstrate outstanding communication, organization, writing, presentation, and relationship skills. The Internal Operations Coordinator should demonstrate exceptional skill in the use of multiple digital platforms, including website updates and social media.

APPLICATION REQUIREMENTS

Candidate must submit:

- A one-page letter expressing interest in IGHSAU Internal Operations Coordinator position.
- Three to five letters of reference, including at least one from a person in a current supervisory position.
- A professional resume.
- Salary and benefit expectations.

TIMELINE & APPLICATION PROCESS

- Posted until filled.

SUBMIT APPLICATIONS IN ELECTRONIC FORMAT TO: Erin Gerlich, Executive Director: erin@ighsau.org