

Utah High School Activities Association (UHSAA)

Position Opening: Assistant to the Executive Director – Operations & Communications

Purpose

The Utah High School Activities Association (UHSAA) is seeking a dynamic, organized, and forward-thinking professional to serve as Assistant to the Executive Director – Operations & Communications. This position is designed to strengthen organizational communication, enhance public presence, and support executive-level operations.

Key Responsibilities

- Serve as Executive Assistant to the Executive Director
- Coordinate Board of Trustees and Executive Committee meetings, including agendas, minutes, and logistics
- Assist with public relations and media coordination
- Lead social media strategy and oversight
- Support brand development and public image management
- Coordinate awards and recognition programs
- Serve as a sport/activity director, as assigned

Impact

- Provides more strategic communication support for the Executive Director, J. Ryan Bishop
- Enhances stakeholder engagement across member schools and communities
- Strengthens alignment between internal operations and public-facing efforts

Qualifications

- Bachelor's degree preferred
- Educational or school-based experience preferred
- Strong organizational, communication, and interpersonal skills
- Ability to manage multiple priorities in a fast-paced environment
- Experience with communications, public relations, or media is highly desirable
- Demonstrated professionalism, initiative, and attention to detail

Compensation & Benefits

- Salary beginning in the **\$62,000 range**, depending on experience
- Full insurance coverage
- Retirement benefits included

Application Process

Applicants should submit the following:

- Cover letter
- Resume outlining relevant experience
- At least three professional references

Application Timeline

Applications will be accepted from **Friday, June 12 through Monday, June 22 at 4:00 PM.**

How to Apply

Please submit all materials to:

Jennifer Thomas, Business Manager

UHSAA

Email: jthomas@uhsaa.org