



New Mexico Activities Association
6600 Palomas Ave NE
Albuquerque, NM 87109
(505) 923-3110



POSITION ANNOUNCEMENT

Job Title: NMAA Manager of Officiating Affairs
Reports To: Executive Director

Position Summary

The New Mexico Activities Association (NMAA) is seeking a highly motivated and collaborative professional to serve as its Manager of Officiating Affairs. This position provides leadership and oversight for the recruitment, development, evaluation, retention, and advancement of interscholastic sports officials throughout New Mexico.

Working closely with the Manager of Officials Operations, NMAA staff, the New Mexico Officials Association (NMOA), local officials' associations, assigning coordinators, member schools, and the National Federation of State High School Associations (NFHS), the Manager of Officiating Affairs serves as a liaison for the officiating community.

Qualifications

- Bachelor's Degree required; Master's Degree preferred
- Minimum five (5) years successful experience in educational administration, athletic administration, officiating leadership, or related field
- Proficiency with technology platforms and data management systems
- Knowledge of interscholastic athletics, officiating programs, NFHS rules, governance structures, and educational programs
- Ability to work collaboratively with schools, officials, coaches, administrators, and other partners
- Ability to travel statewide and work evenings, weekends, and holidays as required
- Experience with conflict resolution, workforce development, and organizational leadership

Essential Duties and Responsibilities

- Provide statewide leadership for approximately 1,700 interscholastic officials across all NMAA-sponsored sports
- Develop and implement strategic recruitment and retention initiatives for officials throughout New Mexico
- Assist local officials' associations in membership growth, leadership development, and succession planning
- Collaborate and coordinate statewide officiating education and training programs across all sports
- Develop standards, expectations, and pathways for officiating advancement.
- Serve as a liaison between officials, local associations, member schools, assigning coordinators, and the NMAA
- Represent the NMAA and NMOA at meetings, conferences, and public events

- Coordinate selection and assignment processes for officials at NMAA postseason and state championship events
- Serve as an on-site coordinator of officials at assigned state tournaments and championships
- Work collaboratively with NMAA Event Directors regarding officiating logistics and operational needs and assist with the operations of all NMAA state championship events as assigned
- Assist in developing annual goals and strategic initiatives for officiating services
- Participate in budget planning and resource allocation for officiating programs
- Collaborate closely with the Manager of Officials Operations to ensure efficient delivery of services to officials and member schools
- Perform additional duties as assigned by the Executive Director

Disclaimer

This outlines the primary duties and responsibilities of the position. Additional duties related to the role may be assigned as organizational needs evolve. Please note that this position would require regular in-person office hours.

Salary & Benefits

- \$75,000+ pending experience
- Medical, dental, vision, and life insurance
- Annual and Sick Leave

To Apply

Submit a cover letter, resume, two letters of recommendation, and list of references to NMAA Executive Director, Dusty Young, at dusty@nmact.org by 4pm on Tuesday, July 7, 2026.

