



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

NMAA Assistant Director

Required:

Bachelor's Degree

Minimum of ten (10) years of school based experience

Minimum of five (5) years of school based athletic director/coordinator experience

Preferred:

Master's Degree in Sports or Educational Administration

Summary of Position:

- Performs professional and administrative duties in concert with the Executive Director, Associate Director and Assistant Directors
- Oversees individual NMAA athletic and activity events
- Assist with the Athletic Director mentorship program
- Assist in *Compete with Class* and *Life of an Athlete* presentations
- Performs other duties as assigned by the Executive Director

Required Knowledge, Skills, and Abilities:

- Excellent written and oral communication skills
- Organizational skills with attention to detail
- Budget development and management skills
- Knowledge and experience with applications software including, but not limited to, Microsoft Word, Excel, PowerPoint, Access and Outlook
- Ability to work in a team environment
- Demonstration of strong leadership skills

Submit a cover letter, resume, and list of references to:

Sally Marquez, Executive Director

sally@nmact.org