

Region 5A - Minnesota State High School League

Job Posting for Region 5A Executive Secretary

Position open: Region 5A Executive Secretary Deadline:
January 20, 2023

Start: August 1st, 2023

Qualifications: Experience in high school athletics and activities, including managing tournaments and events. MSHSL Region 5A seeks an organized, enthusiastic, detail-oriented leader to serve the member schools assigned to MSHSL Region 5A as the Executive Secretary. The Executive Secretary works with the Region Committee and the Activity Administrators from the schools assigned to the Region to provide high quality memorable experiences for the students throughout Region 5A. Job duties include managing financials, producing monthly financial & reconciliation reports, administering tournaments, and serving as a liaison between the MSHSL and Region 5A member schools. Although intended as a part-time position, the work of Region 5A Executive Secretary can require more than part-time attention at times. Candidates holding additional employment will be asked to demonstrate how they will balance the duties during those times of high work demands.

Essential Duties:

- Organize and help run all section tournaments, which includes hiring of officials, secure sites, sending information to schools, etc.
- Prepare Region calendar
- Complete financial reports and pay supplemental/mileage after each season
- Facilitate four region meetings, which includes securing site, making agenda and working with the Region chair during the meeting
- Coordinating the AAA nominations and securing site and program for AAA banquet
- Attend meetings for Region Secretaries throughout the year Update handbook and website when needed
- Facilitate and make sure yearly audit is done
- Respond to issues and concerns regarding the Region, the Handbook policies, MSHSL issues and media requests

Send cover letter, resume, 3 references and written responses to the following questions to:
Mark Messman (mmessman@evw.k12.mn.us)

Please provide written answers to the following questions:

1. Why are you interested in this position?
2. What do you feel are the two most important roles you will play as the Region 5A Secretary?
3. Please share the experiences and positions that you have had that would give you the skills needed to be successful in the position of Region Secretary.