



**MAAA--Executive Secretary  
September 30, 2019**

The Minnesota Adapted Athletics Association is seeking to fill the position of Executive Secretary.

The Executive Secretary represents the MAAA with the primary functions that include:

- Leadership and program development
- Financial planning and control
- Portions of schedule management and/or playoff seeding.
- Communication with coaches, ADs, and the public.
- Management of awards
- Maintaining a conference website and home page.
- Maintain Facebook and Twitter accounts with up-to-date information.
- Promoting and expanding opportunities for adapted student athletes.
- Serving as the liaison to the MSHSL.
- Other duties as assigned by the MAAA Board.

Desired Qualifications:

- BA or BS degree in education or current coaching certification.
- Demonstrated leadership in the administration of student activities.
- Demonstrated written and oral communication skills.
- High proficiency with spreadsheets, word documents, presentation software, and online social networking.
- Experience in developing meeting agendas and proper notifications.

To be considered for the Executive Secretary position please submit the following application documents:

- A letter of interest and resume outlining your experience as a leader in student activities.
- The names, addresses, telephone numbers, and email addresses of three persons who can speak about your skills in fulfilling the primary responsibilities of this position.

Application documents can be submitted electronically to the MAAA Board with "Executive Secretary" in the Subject line before Wednesday, October 16, 2019.

Applications will be reviewed by MAAA Board members by Wednesday, October 23, 2019. Those selected for an interview will be notified by Friday, October 25, 2019.

Applications or questions about this position should be emailed to:

Marcus Onsum, Interim MAAA Executive Secretary  
[marcus@robinsathletics.com](mailto:marcus@robinsathletics.com)