

ALASKA SCHOOL ACTIVITIES ASSOCIATION

Assistant Associate Director

The Alaska School Activities Association (ASAA) is seeking applicants for the position of Assistant Associate Director. This is an entry-level professional position designed for an individual interested in developing a career in interscholastic athletics and activities administration.

The Assistant Associate Director will primarily assist with the planning and administration of ASAA state championship events while also providing support to ASAA's Associate Directors in their assigned programs and responsibilities. The position provides an opportunity to gain broad experience in statewide athletics and activities administration while working with schools, administrators, coaches, officials, volunteers, host sites, and other partners throughout Alaska.

Primary Responsibilities

- Assist with the planning, preparation, and administration of ASAA state championship events.
- Provide support to the Associate Director - Compliance & Championships with championship responsibilities and event logistics.
- Assist other Associate Directors with their assigned state championships, programs, committees, and special projects as needed.
- Assist with tournament logistics, including schedules, entries, participating-school information, credentials, signage, awards, equipment, supplies, and other championship materials.
- Communicate with participating schools, tournament directors, host sites, officials, volunteers, vendors, and other event personnel.
- Assist with championship setup, event operations, awards presentations, and post-event responsibilities.
- Assist with tournament packets, records, databases, forms, manuals, inventories, and other program materials.
- Assist with MaxPreps schedules, results, rankings/RPI, and other championship-related information.
- Assist with officials, coaches education, Hall of Fame, committees, historical records, and other ASAA programs as assigned.
- Travel to and work ASAA state championship events, including evenings and weekends.
- Work collaboratively with all ASAA staff to support the programs and operations of the Association.
- Perform other duties as assigned by the Executive Director.

Qualifications

ASAA is seeking an individual who is organized, dependable, willing to learn, and enthusiastic about education-based athletics and activities.

Preferred qualifications include:

- Bachelor's degree in sports management, business, education, recreation, communications, or a related field.
- Experience working in athletics, activities, event management, education, or a related setting.
- Previous involvement in Alaska interscholastic athletics or activities as a student participant, coach, official, volunteer, or event worker is valued but not required.
- Strong organizational skills and attention to detail.
- Ability to manage multiple assignments and meet deadlines.
- Strong written and verbal communication skills.
- Ability to work professionally with school administrators, coaches, officials, students, volunteers, vendors, and the public.
- Ability to learn and effectively use technology, spreadsheets, databases, online registration systems, and event-management platforms.
- Ability to work independently while also functioning effectively as part of a small, collaborative staff.

- Ability and willingness to travel throughout Alaska and work evenings and weekends in conjunction with ASAA events.

Previous experience as an athletic or activities administrator is not required.

Position Information

Title: Assistant Associate Director

Location: ASAA Office - Anchorage, Alaska

Status: Full-time, salaried position

Schedule: 217-day annual work schedule, including 10 paid holidays. The employee's annual work calendar is subject to approval by the Executive Director. Evening, weekend, and travel responsibilities are required in conjunction with ASAA events.

Application Process

Applicants should submit:

- Letter of interest
- Current resume
- Names and contact information for three professional references

Application materials should be submitted to the Alaska School Activities Association, by emailing them to billy@asaa.org

Application Deadline: October 16, 2026

Anticipated Start Date: November 2, 2026

Salary: \$55,000–\$60,000 annually, depending upon qualifications and experience. ASAA also provides employer 401(k) contributions, paid annual and sick leave, paid holidays, and other benefits. ASAA does not provide employee health insurance.