



4048 Laurel St. #203, Anchorage, AK 99508 / Phone: 907-563-3723 / Web: [www.asaa.org](http://www.asaa.org)

## **Senior Associate Director / Compliance & Operations Alaska School Activities Association (ASAA)**

### **Position Overview**

The Alaska School Activities Association (ASAA) is seeking an experienced and highly organized professional to serve as Senior Associate Director / Compliance & Operations. This position reports directly to the Executive Director and provides coordination and collaborative leadership among Associate Directors while supporting the effective governance, compliance, and daily operations of the Association. In matters requiring timely operational decisions, this position is empowered to make determinations consistent with established ASAA policy and the Executive Director's guidance.

### **Key Responsibilities**

- Administer and interpret ASAA rules, waivers, hardship requests, and compliance matters.
- Coordinate and serve as staff liaison for committees and task forces created by the ASAA Board of Directors.
- Serve as the primary operational resource and point of coordination for Associate Directors.
- Oversee planning, coordination, and on-site management of ASAA state tournaments.
- Serve as a primary liaison to member schools regarding compliance, governance, and operational issues.
- Prepare materials and reports for Board meetings and support governance processes.
- Assist with legislative or legal research as requested by the Executive Director.

### **Preferred Qualifications**

- Bachelor's degree or equivalent professional experience.
- Experience in athletic administration, compliance, education, or a related field.
- Demonstrated leadership and supervisory experience.
- Strong organizational, analytical, and communication skills.
- Ability to manage confidential information with discretion.
- Willingness to travel and work evenings/weekends as required.



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## Compensation & Benefits

This position is classified as exempt under the Fair Labor Standards Act and the Alaska Wage and Hour Act. Salary will be commensurate with experience and qualifications.

### Retirement – 401(k) Plan

- Eligibility begins after the 60-day probationary period.
- ASAA contributes 4% of annual base salary.
- ASAA provides a 5% employer match on employee contributions.
- Employees are fully vested upon enrollment.
- Administered through Alaska Financial Advisors (AFA).

### Paid Leave

- Annual Leave (Vacation): 10 days in year one; 15 days in year two; 20 days in year three and thereafter. Up to 5 unused days may be bought out annually.
- Sick Leave: One day earned for every 20 days worked (up to 12 days per year). Unused sick leave accumulates year to year.

### Paid Holidays (10 annually)

- Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Seward's Day, Good Friday, Memorial Day, Independence Day.
- Exempt employees required to work on a holiday may exchange that day for additional vacation time with approval.

### Insurance & Other Benefits

- Liability insurance coverage for actions taken within the scope of employment.
- Participation in Social Security, Medicare, and Workers' Compensation programs.
- Jury duty and military leave provisions.
- Maternity and paternity leave options.



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- Mileage reimbursement at the federal rate for approved work-related travel.
- ASAA does not offer an employer-sponsored health insurance plan; employees are responsible for securing their own health coverage.
- Provide review, guidance, and alignment on compliance and operational matters.
- Act on behalf of the Executive Director in routine operational and compliance matters to ensure timely decision-making and organizational continuity.
- Facilitate collaboration and consistency across departments prior to Executive Director involvement.

## Application Process

Applications must be received by March 11. Interested candidates should submit a letter of interest, résumé, and references via email to [billy@asaa.org](mailto:billy@asaa.org).

ASAA is an equal opportunity employer.