



Kentucky High School Athletic Association
Immediate Vacancy Announcement for the position of
Communications Director

THE POSITION IS OPEN IMMEDIATELY AND WILL REMAIN OPEN UNTIL FILLED, AND WILL NOT BE FILLED BEFORE NOVEMBER 14, 2021

The Kentucky High School Athletic Association is accepting applications for the position of Communications Director

QUALIFICATIONS (REQUIRED)

- A four (4) year college degree;
- Professional experience commensurate to job responsibilities;
- Accurate attention to detail in the completion of projects and meeting deadlines;
- Ability to adjust and adapt to an ever-changing media market and a rapidly changing organization expanding its past operations, mission, and purpose;
- Ability and desire to work in a multi-tasking, ever-changing work environment;
- Ability and desire for statewide travel;
- Ability and desire to work hours that extends significantly beyond the scheduled work day and work week for the majority of the year;
- Publications, radio, television or other media relations experience;
- Effective communication and organizational skills necessary for working with the Association membership, media, the general public, and other groups; and
- Awareness of sports statistics and records concepts, including verification of performances.

EXPERIENCES TO BE DETAILED IF AVAILABLE (PREFERRED BUT NOT REQUIRED)

- ♦ Public speaking and public/community relations experience;
- ♦ Computer competency and experience using Microsoft Office®;
- ♦ Computer competency and experience using other software including Adobe InDesign® and Photoshop® is preferred;
- ♦ Comprehensive understanding of social media and its strategic use in promotions;
- ♦ Background around education; or high school and/or collegiate athletics experience is preferred;
- ♦ Background in media relations & sports information is desired;
- ♦ Experience with blogging software (WordPress preferred but not required)
- ♦ Experience maintaining website information.

ANTICIPATED RESPONSIBILITIES OF THE POSITION

- ♦ Work directly for the Commissioner of the Association as spokesperson and media relations coordinator;
- ♦ Page layout for all KHSAA publications, magazines, and game programs, including design and mechanical production aspects;
- ♦ Assist designated staff with the compilation of historical association records into a single publication;
- ♦ The routine release of information to all statewide media regarding KHSAA events, meetings, etc., including special announcements as directed by the Commissioner;
- ♦ Coordinate expanded strategies for the use of social media to promote the KHSAA and its activities and events as a member of the internal social media team;
- ♦ Monitor social media traffic relative to the KHSAA and respond if necessary following adopted procedures;
- ♦ Coordinate credential request system for all KHSAA championship events, including production/ordering of all necessary materials;
- ♦ Coordinate entry of contest results on Rihards/KHSAA scoreboard;
- ♦ Liaison for KHSAA internal radio and television network personnel as well as event photographers;
- ♦ Maintain permanent statistical records of results of KHSAA events, including the acquisition of documents and records not yet in KHSAA possession;
- ♦ Coordinate the compilation of electronic fulfillment material with KHSAA outside corporate marketing firm;
- ♦ Assist and work under the direction of appropriate executive staff personnel and the Commissioner at all KHSAA championship events;
- ♦ Assist with coordination of student internship program;
- ♦ Assist with hiring of personnel for KHSAA events to ensure proper statistics and records are maintained;
- ♦ Assist with maintenance of information on KHSAA public-facing website (www.khsaa.org);
- ♦ Assist with ensuring fulfillment of all sponsor obligations at championships; and
- ♦ Other duties as may be assigned by the Commissioner or detailed in an expanded job description upon employment.

TERMS, SALARY AND BENEFITS

- ♦ The office of the Association is located in Lexington, Kentucky. Significant travel is required.
- ♦ All KHSAA staff are on a Memorandum of Agreement as employees of the Kentucky Educational Development Cooperative (KEDC) and are expected to comply with the policies of that organization.
- ♦ The successful candidate with a four (4) year college degree will qualify for membership in the Kentucky Teachers Retirement System and follow the hiring guidelines of background and criminal records check. Current or retired Kentucky Teacher Retirement System members must comply with all KTRS regulations. The KHSAA may not hire a re-employed retiree working under the provisions and limitations of the Daily Wage Threshold for this position at this time.
- ♦ This is a full-time position, exempt from Federal and State wage and hour laws and not entitled to overtime pay.
- ♦ Salary is set by the Commissioner as approved within the Board of Control adopted budget and is negotiable within the budget amount commensurate with experience.
- ♦ Salary details will be reviewed with candidates selected for an interview prior to the interview process and includes a six-month probationary period.
- ♦ Benefits include individual health insurance through the state health insurance options, KTRS full match and all other KEDC employment benefits.

APPLICATION PROCEDURES

- Interested applicants should submit a resume and answer specific questions via the online application at the URL below.
- References may be listed on the resume or included as application comments and the online application presents an opportunity for the submission of reference letters.
- Applications may only be submitted electronically through the KHSAA website at <https://khsaa.org/ge85-application-for-khsaa-executive-staff-position/>
- Specific questions not detailed in this announcement may be directed via email to staffopenings@khsaa.org
- All references should contain contact information, including cell (if available) and other phone numbers and email addresses.
- This position is open until filled with no internal applicant and a starting date is negotiable.
- The Kentucky High School Athletic Association does not discriminate based on race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as outlined in Title IX and Title VI, and in Section 504 and is an Equal Opportunity Employer.

ABOUT THE KHSAA

The Kentucky High School Athletic Association was organized in 1917 and is the agency designated by the Kentucky Department of Education to manage high school athletics in the Commonwealth under 702 KAR 7:065 as empowered by KRS 156.070. The Association is formed as a voluntary nonprofit 501 3(c) organization made up of 286 member schools both public and private. The KHSAA awards 215 state championships to 51 teams and 164 individuals in 13 sports and 6 sport-activities, funds catastrophic insurance coverage for its more than 106,000 rostered member school student-athletes, provides coaching education and sports safety programs for more than 12,000 coaches, and licenses and facilitates the distribution of training material for over 4,000 contest officials, as well as overseeing coaching education and sports safety programs and conducting leadership enhancement programs for interscholastic student-athletes and athletic administrators.

The Association office is located at 2280 Executive Drive in Lexington, KY (40505). More background information can be found about the KHSAA by visiting the KHSAA website at www.khsaa.org

Applications for this position from individuals not offered employment will be considered for any additional similar positions available prior to March 31, 2022 without additional re-listing or re-advertising.

KHSAA Vision - To provide diverse and equitable opportunities for all students to enjoy the privilege of participation in school and education-based sports or sport-activities as part of the educational experience to teach and hone life skills, learn perspective, have fun and develop character.

KHSAA Mission Statement - To provide governance and leadership to regulate and progressively administer the highest quality interscholastic athletic sports and sport-activities in an efficient manner, and promote the values of participation for all involved in education-based athletics and school-based sports. The KHSAA will work collaboratively with its member schools to recognize and promote the primary focus of high school academic success and college and career readiness for the student participants, risk minimization for all participants in the programs, and ensure the efficient administration of the education-based athletic program in the schools.