



New Mexico Activities Association  
6600 Palomas Ave. NE  
Albuquerque, NM 87109  
(505) 923-3110

**NMAA Assistant Director**

**Required:**

Bachelor's Degree

Minimum of ten (10) years of school-based experience

Minimum of five (5) years of school based athletic director/coordinator experience

**Preferred:**

Master's Degree in Sports or Educational Administration

**Summary of Position:**

- Performs professional and administrative duties in concert with the Executive Director and Associate Director
- Oversees individual NMAA athletic and activity events
- Oversees the NMAA's student leadership programs
- Assists with incident and ejection reports
- Assists in *Compete with Class* and *Life of an Athlete* presentations
- Assists with the NMAA Foundation
- Performs other duties as assigned by the Executive Director

**Required Knowledge, Skills, and Abilities:**

- Excellent written and oral communication skills
- Organizational skills with attention to detail
- Budget development and management skills
- Knowledge and experience with applications software including, but not limited to, Microsoft Word, Excel, PowerPoint, Access and Outlook
- Ability to work in a team environment
- Demonstration of strong leadership skills

Submit a cover letter, resume, and list of references to:

Sally Marquez & Dusty Young

[sally@nmact.org](mailto:sally@nmact.org)

[dusty@nmact.org](mailto:dusty@nmact.org)