



Fran Whitten, Executive Director
Keith Mangan, 3rd Vice President
Mike Denise, Past President

Mike Roy, President
Tania Rich, Secretary
Michele Denise, Conference Coordinator

Andrew Crisafulli, 1st Vice President
John Lynch, Treasurer
Terry Riley, Asst. Conference Coord.

Jay Costa, 2nd Vice President
Dick Baker, Public Relations
Karrah Ellis, LTC Coordinator

****JOB POSTING****

Application Deadline: Thursday, January 24, 2019

PUBLIC RELATIONS DIRECTOR

The Massachusetts Secondary Schools Athletic Directors Association (MSSADA) seeks an experienced individual to serve as its Public Relations Director.

Job Responsibilities:

- Creates and distributes a quarterly newsletter to inform, promote and communicate MSSADA news and initiatives.
- Uses social media to inform, promote and communicate MSSADA news and initiatives.
- Speaks at the annual Athletic Director mentor program in August.
- Sets up and updates the Executive Board handbook and directory.
- Serves as Chairman of the constitutional revisions when needed.
- Serves as the MSSADA Parliamentarian.
- Serves as web-site coordinator.
- Develops new Athletic Director list that is sent out to all Executive Board members.
- Attends Executive Board meetings and is part of the conference sub-committee that meets before each monthly meeting.
- Works with State Awards chairman to send out letters to all award winners and nominees.
- Notifies award winners of state conference receptions and times.
- Develops an awards list with Awards Chairman that is handed out to Executive Board committee to review prior to recipient notification.
- Coordinates pre-banquet reception prior to the annual state association conference banquet.
- Coordinates with Treasurer, tickets and tables for the luncheon and banquet at the annual state association conference.
- Works with Conference Manager on attendance numbers for luncheon and banquet at the annual state association conference.
- Works collaboratively with hotel staff concerning room assignments for each event at the annual state association conference.
- Welcomes and checks in all award winners and guests at the Thursday night reception at the annual state association conference banquet, and covers with all pre-banquet processes; walking up to banquet hall, table assigned, pictures and refreshments.
- Runs 50/50 raffle at the registration booth during the annual state association conference.
- Sets up all awards, along with the Treasurer, that are given out at the annual state association conference banquet and luncheon.

Position Type: Part-time stipend position

Please send letter of interest, resume and 3 letters of reference to:

Andrew Crisafulli, MSSADA Vice President
Joseph Case High School
70 School Street
Swansea, MA 02777
acrisafulli@swanseaschools.org