

# Executive Assistant

Iowa Girls High School Athletic Union  
Iowa High School Speech Association  
West Des Moines, Iowa

The Iowa High School Speech Association (IHSSA) and the Iowa Girls High School Athletic Union (IGHSAU) are accepting applications for the position of Executive Assistant. The Executive Assistant assists with the day to day operations of the IHSSA and the IGHSAU, including taking calls, data entry, communicating information and organizing and managing executive operations. The Executive Assistant must provide a high level of customer service to a variety of constituents and demonstrate a proficient use of technology including a variety of computer programs and scheduling software. Required Qualifications: Qualifications include strong interpersonal and communication skills; excellent written and verbal skills; experience working with QuickBooks, Microsoft, Google, and other media platforms. Must be able to work collaboratively with all colleagues; must be a strong multi-tasker and be able to prioritize duties; willing to work a flexible schedule, including nights and weekends; strong organizational skills. Preferred Qualifications: BA preferred in accounting and/or marketing. Demonstrated customer service experience. Experience in event planning or management. Application: To apply, send an updated resume, three professional letters of reference with contact information and a cover letter outlining specific and unique qualifications for this job. Please email all materials together to: Jean Berger at [jeanberger@ighsau.org](mailto:jeanberger@ighsau.org) Applications will be accepted until position is filled, but review will begin immediately and an offer to the candidate selected is anticipated in March or early April. Start date is July 1, 2023.

## Job Requirements

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- At least 2 year(s) of relevant experience preferred.
- Bachelor degree preferred.
- Citizenship, residency or work visa required

## Contact Information

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