



## **ASSISTANT DIRECTOR OF HEALTH & WELLNESS INITIATIVES / ADMINISTRATIVE ASSISTANT**

The Iowa Sports Foundation (ISF) has an opening for a full-time Assistant Director of Health & Wellness Initiatives (H&WI)/Administrative Assistant. The Assistant Director of H&WI, reporting to the Director of Health & Wellness Initiatives, plays an integral role in the support and planning of a wide variety of Live Healthy Iowa programs, events, and challenges. These initiatives, both virtual and in-person, touch the lives of thousands of Iowans from all 99 counties each year.

The Iowa Sports Foundation offers a wide range of benefits, including a hybrid, flexible work environment. While there are no residency requirements, employees must be able to be on-site in Ames on a semi-regular basis, including more frequently during peak times.

### **PRIMARY RESPONSIBILITIES:**

- Provide customer service for challenge and event participants
- Serve as a key account manager for Live Healthy Iowa
- Recruit individuals and organizations to participate
- Implement client communication plan
- Create resources and support materials for challenges and events
- Manage Live Healthy Iowa participant incentive program
- Update website content & online registration
- Assist with Live Healthy Iowa 5K and Kids Track Championships operations

### **ADMINISTRATIVE ASSISTANT RESPONSIBILITIES:**

- Provide customer service with participants via email and phone
- Maintain office functionality, including supplies, phone system, and vehicles
- Assist in the coordination of mailings, mail delivery and collection
- Coordinate intern and work-study recruitment
- Order incentives, t-shirts, and advertising/promotional specialty items
- Oversee reconciliation of credit card transactions
- Process and file bills and statements
- Provide administrative support for programs and events of the ISF

### **OTHER RESPONSIBILITIES:**

- Assist in the development of Live Healthy Iowa programs, events and challenges
- Assist in coordinating special events
- Serve as Live Healthy Iowa liaison to committees and organizations as assigned
- Assist with other Iowa Sports Foundation programs, events, and challenges as assigned
- Attend health fairs, conferences and other assigned ISF events
- Fulfill all other assignments as reasonably requested by the ISF managerial staff relating to the foregoing duties and other ISF events and programs

## **QUALIFICATIONS**

To qualify, candidates must possess:

- Bachelor's degree in related field or equivalent experience
- Experience with account management and direct client communication
- Outstanding written and verbal communication skills
- Strong customer service skills
- Ability to work in a team environment
- Demonstrated integrity within a professional environment
- Ability to prioritize and multi-task
- High attention to detail and strong organizational skills
- Experience planning events
- Ability to work nights and weekends when necessary

## **BENEFITS**

- Salary commensurate with experience
  - Hiring range projected at \$37,500-\$45,000
- Comprehensive medical coverage
- Retirement plan
- Fitness reimbursement
- Generous paid time off

## **HOW TO APPLY**

Email cover letter, resume, and contact information for 3 references to Matt Beatty, Chief Operating Officer at [matt.beatty@iowasportsfoundation.org](mailto:matt.beatty@iowasportsfoundation.org).

## **DEADLINE**

Open until filled. First review of candidates begins Friday, August 5, 2022