

**Eastern District Association
American Alliance for Health, Physical Education, Recreation & Dance**

Executive Director Position

The Eastern District Association (EDA) of the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) seeks applicants for the position of Executive Director beginning in January, 2012.

Qualifications: The Executive Director (ED) will have an HPERD background (preferred), hold a minimum of a Bachelors Degree (Masters preferred), have excellent written and oral skills, strong organizational and interpersonal skills, use PC computer platforms and electronic communication, and a demonstrated working knowledge of Quick Books financial accounting software. The ED must have experience in management, business administration, budgeting, public relations/advocacy, and grant writing.

Responsibilities: The ED serves as the chief administrative officer for EDA. S/he coordinates the day-to-day operations of the organization; informs and advises the Executive Board and members; provides leadership and direction to ensure efficiency, continuity, and consistency in the functioning of EDA. The ED will be willing to travel, represent EDA, speak to groups as directed or requested by the Executive Board, will seek sources of outside funding and establish collaborative relationships with the corporate world and other related Associations. S/he will work with AAHPERD to maximize the potential of EDA investments. The ED will also maintain a central office as a permanent location for all Association information, official documents and files.

This position is considered part-time with flexible hours, including evenings and weekends. The starting salary is \$12,000 and is negotiable after the first full year of successful service. A budget for travel, phone, postage/e-mail, equipment/supplies and other professional fees is provided. The position is contractual and renewable annually. The position will be evaluated quarterly during the first year of service. After the first year, evaluations will be conducted annually.

Interested individuals should forward a letter of application, vita/resume, statement of experience relative to the job description and professional goals, and the name, address, telephone number and e-mail address of three references to:

**Dr. Carol V. Persson
Chair, Executive Director Search Committee
P.O. Box 1323
Westfield, MA 01086**

Review of applications will begin in September 2012. Applicants must be available for a weekend interview in early December 2011. The successful candidate must also be available to attend the annual convention from March 13 to 18, 2012.