

**NOW HIRING:** Front Desk Coordinator & State Championship Event Facilitator

**Location:** Baton Rouge, LA

**Organization:** Louisiana High School Athletic Association (LHSAA)

**Application Deadline:** Open until filled

The LHSAA is seeking a motivated and detail-oriented individual to fill the role of Front Desk Coordinator & State Championship Event Facilitator. This dual-role position offers a unique opportunity to coordinate the LHSAA office while also playing an important role in the success of our state championship events across Louisiana.

**Job Summary:**

The Front Desk Coordinator & State Championship Event Facilitator serves as the first point of contact for visitors and callers, ensuring a professional and welcoming environment. This role is responsible for managing all incoming calls, coordinating visitor access for special meetings, and maintaining front desk security protocols. Additionally, the position includes travel to state championship events to assist in on-site operations, including setup, logistics coordination, and real-time problem-solving to ensure smooth execution. Strong organizational, communication, and multitasking skills are essential for success in this dual-role position.

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**Key Responsibilities:**

**Front Desk Duties:**

- Greet and assist visitors in a professional and courteous manner
- Answer and route phone calls to appropriate staff members
- Maintain front desk security and check-in protocols
- Coordinate access for special meetings and guests
- Provide general administrative support and office organization

**Event Support Duties:**

- Travel to and assist with setup and operations at LHSAA state championships
- Coordinate logistics on-site with LHSAA staff, schools, and venue personnel
- Assist with event execution, troubleshooting, and breakdown
- Serve as a professional representative of the LHSAA during events

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**Minimum Qualifications:**

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- Previous experience in office management, administrative support, or front desk coordination strongly preferred.
- Familiarity with event planning or coordination duties is beneficial.
- Strong interpersonal and communication skills with a professional demeanor.
- Ability to manage multiple tasks efficiently in a dynamic environment.
- Proficient in Microsoft Office Suite and general office equipment.
- Willingness and ability to travel for state championship events as needed.

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**Knowledge, Skills, and Abilities:**

- **Communication Skills:** Excellent verbal and written communication skills, including clear and concise communication with visitors and colleagues.
- **Customer Service Skills:** Ability to provide friendly, helpful, and professional customer service.
- **Organizational Skills:** Strong organizational skills, including ability to manage multiple tasks, filing, maintaining accurate records, and prioritizing work.
- **Technical Skills:** Proficiency in using Microsoft Office Suite, Google Docs and other office equipment such as printers, etc.
- **Time Management Skills:** Ability to manage time effectively, prioritize tasks, and meet deadlines.
- **Proven ability to handle confidential information and work with minimal supervision**
- **Professional attitude and appearance**

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**How to Apply:**

Please send your resume and cover letter to [eanderson@lhsaa.org](mailto:eanderson@lhsaa.org) with the subject line: "Front Desk/Event Facilitator Application."

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