



## **United Professional Horsemen's Association, Inc.**

**Job Title:** Administrative Assistant

**Supervisor:** Executive Director

### **Summary**

The United Professional Horsemen's Association (UPHA) is comprised of nonprofit entities and is managed by a volunteer Board of Directors within the specific By-Laws of the individual entities. Employees of the UPHA work under the direction of the Board, for its members, with complete confidentiality, respect, and cooperation a requirement of continued employment.

### **General Job Description**

The Administrative Assistant is a full-time position that provides administrative support to the Executive Director and the Board of Directors, Committees, Chapters, Members, and the public.

### **Duties and Responsibilities**

May include but are not limited to:

- General office/clerical work as needed.
- Daily phone, written correspondence, and email communications
- Scanning, filing, copying, organizing.
- Processing mail (incoming/outgoing)
- Maintain office order and cleanliness.
- Responsible for timely process of shipments and mailings
- Greet members and the public in a friendly and professional manner.
- Assist with membership processing and member contact.
- Assist with program support of Classics, Challenge Cup, and Ribbons of Service

### **Qualifications for the Job**

#### **Education:**

Associate degree or higher required; experience may substitute for education.

### Key Competencies

- Must be proficient in the use of the internet and Microsoft office applications, specifically Excel, Outlook, PowerPoint, and Word.
- Professional writing and verbal communication skills
- Ability to multi-task, manage time and multiple projects, report progress.
- Customer service orientated focus in attitude and appearance.
- Strong organizational skills, self-motivated.
- Great attention to detail and accuracy in all work performed.

### Other

- Previous experience as an administrative assistant is preferred but not required.
- Regular and predictable attendance is required.
- Ability to be flexible with tasks and willingness to adjust accordingly to quickly changing priorities as deemed necessary by the Executive Director.
- Knowledge of American Saddlebred, Morgan, Arabian and/or Hackney breeds is a plus.
- Must be willing to commute to the UPHA office, located in Midway, KY.
- Legally eligible to work in the United States

### Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift and carry up to 50 pounds from time to time as required.

### Work Schedule:

This is an in-person position and must work out of the Midway, KY office. Regular business hours are Monday – Friday from 9:00 am to 5:00 pm. Some evenings and weekends on an as needed basis.

### Compensation and Benefits:

Salaried position

Health Insurance

One-week paid vacation after 180 days

Five paid sick days

Simple IRA Plan-with up to a 3% company match

Interested candidates should email a cover letter, resume and at least two contacts for references to [jmellenkamp@uphaonline.com](mailto:jmellenkamp@uphaonline.com) in either a Word Document or PDF format.