



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 part time position that provides administrative support to the Executive Director and to the Board of Directors, Committees, Chapters, Members and the general 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
- Assist with membership processing and member contact
- Assist with program support of Classics, Challenge Cup and Ribbons of Service

Qualifications for the Job

Education:

Associates 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 manage time, multiple projects and report progress
- Customer Service orientated focus in attitude and appearance
- Strong organization skills, be self-motivated
- Great attention to detail

Other

- 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 in American Saddlebred, Morgan, Arabian and/or Hackney breeds a plus.
- Must be willing to commute to the UPHA office, located at the Kentucky Horse Park, Lexington, 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.

Interested candidates should email their resume to jmellenkamp@uphaonline.com in either a Word Document or PDF format.