



UNITED STATES DRESSAGE FEDERATION™

USDF ADMINISTRATIVE COORDINATOR

The United States Dressage Federation (USDF), a non-profit equine organization dedicated to the sport of dressage, has an immediate opening for a full time Administrative Coordinator.

This position is responsible for coordinating administrative aspects of programs and initiatives within the Education department including planning events, database and document management, tracking statistics, creating multi-media projects, and supporting with program volunteers.

Responsibilities include:

- Coordinating and tracking program documents, including contracts and insurance needs
- Coordinating travel, housing and hospitality needs for programs
- Coordinating registration needs
- Compiling data for funding requests
- Maintaining calendar of events
- Monitoring website content
- Tracking program statistics
- Creating and compiling effective program and post-event surveys
- Coordinating marketing needs for department, including ads and social media

Requirements:

- College degree
- Three to five years office experience, or equivalent experience
- Project management experience with the ability to multitask
- Strong communication and interpersonal skills
- Detail oriented
- Excellent time management
- Ability to meet assigned deadlines and manage to assigned budget
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work individually and in a team environment

An equine background is preferred, with preference given to candidates with dressage knowledge and experience.

USDF provides an excellent benefits package. This position is **not** remote and the candidate must be able to commute to the USDF office.

Interested candidates who possess the necessary qualifications should submit a letter of interest, resume and salary requirements to:

Human Resources
United States Dressage Federation, Inc.
4051 Iron Works Parkway
Lexington, KY 40511
Email: hr@usdf.org
Fax: 859.971.7722