



UNITED STATES *Dressage* FEDERATION
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 in our Education Department.

This position will coordinate administrative aspects of programs and initiatives within the department including planning events, database and document management, tracking statistics, and creating multi-media projects.

Applicants are required to have excellent customer service and communication skills, both written and verbal . It is essential to be detail oriented, with the ability to work independently and in a team environment. Candidates must be able to manage projects, as well as multitask while meeting assigned deadlines and handling a diverse workload. Proficient computer skills in database management and Microsoft Office applications is necessary, specifically Word, Excel, and PowerPoint.

An equine background is preferred, with preference given to candidates with dressage knowledge and experience. USDF has a generous benefits package. **This is not a remote position.**

Interested candidates who possess the necessary qualifications should submit both a **letter of interest and resume** to:

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