



UNITED STATES DRESSAGE FEDERATION™

USDF Competitions Coordinator

The United States Dressage Federation, a non-profit equine organization dedicated to dressage, has an immediate opening for a full-time Competition Coordinator. The applicant must possess excellent data entry skills; provide exceptional customer service; have good written and oral communication skills; must be detail-oriented and versatile; must be able to work independently, as well as in a team environment; manage projects and multi-task, while meeting assigned deadlines. The applicant must possess proficient computer skills including database management and competency in all Microsoft Office applications. Travel and work on some weekends and evenings is required.

Responsibilities include but are not limited to:

- Interfacing with key volunteers, members, competition management, and staff to coordinate and support all aspects of the Regional Championships program.
- Familiarity with current USDF Regional Championship and US Dressage Finals program rules.
- Coordinate all aspects related to the qualifying criteria for the US Dressage Finals, in addition to the implementation of US Dressage Finals competition-related items.
- Enforcing relevant program rules.
- Represent USDF at Regional Championships and perhaps other events as needed.
- Assisting in the promotion of USDF championship programs through various communication tools.

If interested and possess the necessary qualifications, please send letter of interest and resume to:

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