



# UNITED STATES DRESSAGE FEDERATION™

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**USDF**

## **Competitions Department Assistant**

Reports to the Senior Competitions 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, hourly Competitions Department Assistant.

The Competitions Department Assistant is responsible for assisting the Competitions Department in many different areas including but not limited to data input, awards, championships, and scanning of documents. The assistant is expected to provide excellent customer service to members, competition management, and other competition officials, be knowledgeable regarding USDF program rules and related USEF rules will be, and perform other duties as assigned.

### **Responsibilities of the Competitions Department Assistant include:**

- Assist with the verification and entry of competition results.
- Assisting with shipping, sorting and receiving of awards and materials for the following events: regional dressage championships, rider awards, horse performance certificates, year-end awards, US Dressage Finals, High Score Breed Awards, Dressage Seat Equitation Semi-Finals and USDF Regional Adult Amateur Equitation Program.
- Scanning of documents.
- Assisting all department staff and other department staff as needed.
- Communicating and verifying with competitors and show management regarding eligibility requirements, including sending out post competition reports.
- Familiarity with current USEF rules and USDF program rules.
- Assist with keeping storage room clean and organized, sending back old ribbons, repairing old ribbons.
- Coordinating the USDF Competition Survey and results.
- Scanning, recording, and filing of competition invoices and records of payment.

### **Skills Required:**

- Accuracy in data entry and results recording
- Ability to take direction from multiple people
- Exceptional written and oral communication skills
- Excellent customer service skills
- Ability to create and maintain spreadsheets and databases
- Ability to interface effectively with other USDF departments
- Strong computer skills in a Microsoft environment
- Competency with Excel
- Ability to multi-task
- Detail oriented
- Ability to work in a team environment
- Must be self-motivated

**Additional Requirements:** Ability to lift heavy boxes up to 35 pounds

This position is located at the USDF headquarters in Lexington, KY. USDF provides an excellent benefits package including but not limited to health, dental, and vision insurance, matching 401k, and paid time off.

**Interested candidates should submit a letter of interest, resume, and salary requirements to [hr@usdf.org](mailto:hr@usdf.org).**