



UNITED STATES *Dressage* FEDERATION
Events Coordinator

The United States Dressage Federation (USDF), a non-profit equine organization, has an immediate opening for a full-time Events Coordinator.

The Events Coordinator is responsible for organizing and managing the annual convention and other various in person and virtual events for the organization. The duties include conceptualizing theme ideas, planning budgets, booking venues, liaising with hotel staff, managing logistics, and presenting post-event reports.

Responsibilities include:

- Identifying requirements and expectations for each event
- Implementing event concepts and themes
- Preparing event budgets
- Researching and booking venues
- Working with hotel and other venue staff to organize the event
- Coordinating all logistical elements of the event
- Managing set-up, tear-down, and clean-up operations
- Developing post-event reports on the effectiveness of each event

Requirements:

- College degree
- Three to five years of experience in event planning preferred
- Experience in event planning with a track record of successful in person and virtual events
- Experience in marketing or public relations
- Excellent organizational skills with the ability to multitask under pressure
- Strong communication and interpersonal skills
- Meticulous attention to detail.
- Expert time management skills
- Ability to meet strict deadlines and maintain planned budget
- Experience with event management software
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Ability to handle pressure and make good decisions quickly

United States Dressage Federation provides an excellent benefits package. Interested candidates who possess the necessary qualifications should send a letter of interest, salary requirements 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