



UNITED STATES DRESSAGE FEDERATION™

USDF Member Services Assistant

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

The Member Services Assistant will assist with the overall duties in the Member Services Department and will be primarily responsible for providing support for the organization and project oversight of the Adequan®/USDF Annual Convention. This position will also assist Member Services Department staff by answering phone calls, emails, and other relevant inquiries, as well as processing memberships and horse registrations.

Skills required:

- Excellent organizational skills with the ability to multitask under pressure
- Meticulous attention to detail
- Expert time management skills to meet strict deadlines
- Strong communication and interpersonal skills
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Travel possible

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, and paid time off. Interested candidates who possess the necessary qualifications should send a letter of interest, salary requirement, 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