



UNITED STATES DRESSAGE FEDERATION™

USDF Member Services Coordinator

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

The Member Services Coordinator will assist with the overall duties in the Member Services Department and will be primarily responsible for the organization and project oversight of the Adequan®/USDF Annual Convention, along with other various in-person and virtual events.

Responsibilities include, but are not limited to, the following:

- Assist Member Services Department staff by answering phone calls, emails, and other relevant inquiries, as well as processing memberships and horse registrations.
- Support the department director and appropriate staff in coordinating event logistics for select USDF events by:
 - Identifying requirements and expectations
 - Implementing event concepts and themes
 - Preparing event budgets and agendas
 - Researching and booking venues
 - 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
- Experience in event planning preferred
- 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
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Ability to handle pressure and make good decisions quickly and professionally
- Travel

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