



# UNITED STATES DRESSAGE FEDERATION™

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## USDF Merchandise & Marketing Coordinator

The United States Dressage Federation, a non-profit equine organization dedicated to the Olympic discipline of dressage, has an immediate opening for a full-time Merchandise & Marketing Coordinator. The Merchandise & Marketing Coordinator will be primarily responsible for daily retail sales operations and provide input and support in other retail operation efforts, as well as to overall marketing projects for the organization. Additionally, the Merchandise & Marketing Coordinator will be expected to provide copyediting and content support of the department's online efforts related to USDF's publication website [YourDressage.org](http://YourDressage.org).

Responsibilities include:

- Processing and fulfilling of orders placed through the online store platform,
- Monitoring and maintaining merchandise inventory,
- Operating the merchandise booth and physical store as needed for events and visitors,
- Fulfilling product, marketing material, and donation requests from outside entities,
- Providing copyediting support for *YourDressage* and other editorial based projects, in accordance with the USDF Style Guide,
- Contributing to daily and specialized projects, and
- Other tasks as assigned

Basic Skills/Requirements:

- College degree
- Excellent written and oral communication skills
- Proficiency in Microsoft Office applications
- Detail-oriented and versatile
- Excellent customer service skills
- Ability to work independently, as well as in a team environment
- Ability to administrate projects and multi-task, while meeting critical deadlines

Experience to dressage/equestrian knowledge preferred. The ability to travel as a USDF representative may also be required. Please provide a writing sample with resume.

This is an excellent opportunity for someone to come to work in a tight-knit environment, with excellent benefits, and varied tasks from day to day. 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](mailto:hr@usdf.org)

Fax: 859.971.7722