



UNITED STATES DRESSAGE FEDERATION™

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 Senior Education Coordinator.

This position is responsible for creating, repurposing, and coordinating education content and curriculum for programs and initiatives within the Education Department, to develop new visual and multi-media tools, and to coordinate and implement designated programs.

Responsibilities include:

- Develop online courses
- Develop and host virtual and live education events
- Develop curriculum and content for USDF programs, with support of program volunteers
- Develop exams and quizzes, tracking results
- Work with outside vendors/partners to enhance educational offerings
- Maintain Education Library
- Maintain Education Database
- Liaise with education-based committees and programs.

Requirements:

- A knowledge and background in dressage and as an educator
- College degree, in relevant area
- Three to five years equivalent experience
- Working knowledge of education platforms for content and curriculum development
- Working knowledge of test and quiz platforms
- Ability to write test and quiz questions in an appropriate manner
- Project management experience with the ability to multitask
- Strong communication and interpersonal skills
- Detail oriented
- Excellent time management
- Ability to meet assigned deadlines and manage to assigned budget
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work individually and in a team environment

USDF provides an excellent benefits package. Interested candidates who possess the necessary qualifications should submit a letter of interest, resume and salary requirements to:

Human Resources
United States Dressage Federation, Inc.
4051 Iron Works Parkway
Lexington, KY 40511
Email: hr@usdf.org
Fax: 859.971.7722