



Career Opportunity Description

Position:	Compliance Coordinator
Date:	May 3, 2024
Reports To:	NRHA Commissioner
Organizational Unit:	Executive
Salary:	Based upon experience
Hours per Week:	40 hours
Shift/Hours/Days:	8 a.m. – 5 p.m. / Monday – Friday. Some weekends and holidays are required; especially during NRHA-owned events. Job is based in Oklahoma City, OK.
Position Start Date:	Immediate
Benefits Include:	Health, Vision, Dental, Simple IRA, Life Insurance, Paid Holidays

Job Description:

Responsible for managing NRHA’s medications program, as well as leading the initiative to streamline all phases of NRHA’s compliance and disciplinary procedures for the utmost integrity. This includes preparing, maintaining, and coordinating documents and processes to effectively support NRHA’s rules, policies and procedures.

Education & Experience:

Education:	High school diploma required. College degree or background in legal proceedings, law enforcement, or education is preferred.
Experience:	3 years minimum
Qualifications:	<ul style="list-style-type: none"> • Knowledge and interest of the equine industry and events. • Experience with associations preferred, especially in the area of rules and procedures. • Must have excellent interpersonal communication skills with a strong sense of judgment, discretion, and tact. Both verbal and written, skills are crucial. • Must maintain confidentiality in carrying out responsibilities; take initiative in problem-solving; independently handle sensitive situations using tact and diplomacy; and use initiative to ensure matters requiring attention are handled appropriately. • Working knowledge of standard office procedures and computer programs with aptitude to learn new computer programs. Proficient in Microsoft Office and Excel. • Can thrive in an environment of changing daily tasks based on member needs and demands. • The person in this position needs to often move about the office to access file cabinets, office machinery, prepare items for mailing, etc. May need to lift or move items not to exceed 50 pounds.

Major Responsibilities:

MEDICATIONS PROGRAM

- Organization of the testing plan and schedule, which includes but is not limited to, complying with the medications policy for event selection; includes NRHA Futurity and NRHA Derby testing plans.
- Organization and coordination of testing teams to attend all required events; negotiating and executing their contracts within the program budget, invoicing testing teams and laboratory tracking, paying, and managing within the budget and assisting with their needs while testing the events.
- Communication with testing laboratory, coordinating supply shipments from the laboratory to the testing veterinarians and working with the laboratory on annual contract negotiations and renewals.
- Medications results evaluation using the NRHA medications policy and *NRHA Handbook*.
- Medications violation notifications including creation of communication and assisting legal counsel as necessary.
- Maintenance of medications violation files and records; developing reports and statistics overviews to communicate to the NRHA Board and NRHA management team on a monthly/quarterly basis; preparing annual report for membership.
- Posting of violations and invoicing fines, while maintaining medications probationary times and assisting in disqualifications.
- Organization of medications hearing panel when necessary, including term renewals.
- Organization of medications report form reviews on samples with positive results for a violation.
- Work with the legal counsel when necessary.
- Medications budget management and forecasting for the next testing year; recommends and assists in the implementation of goals and objectives.
- Follow-up on reciprocity cases from alliance organizations.
- Medications calls and emails (communication) from and to members.
- Communication oversight and planning with the NRHA Marketing Department to inform and educate members, competitors, stewards, and owners; coordinating with NRHA Reiner magazine staff to supply appropriate topics and materials, plus developing and proofing articles for print; creating and managing a including a specific communications plan for the NRHA Futurity and NRHA Derby.
- Physically present at events that require it.
- Yearly review of medications policy with the NRHA Board of Directors and NRHA leadership team.
- Research on trends in associated organizations on medications policies, substances, etc.

COMPLIANCE PROGRAMS

- Over time, help develop comprehensive procedures and standards for all of NRHA's compliance programs that address the violation of NRHA rules, policies and procedures. This will be developed in collaboration the NRHA Commissioner and with NRHA management staff who currently administer the programs independently.

Resumes can be sent to:

National Reining Horse Association

Billy Smith, please copy Liz Kelsey and Christa Morris-Stone
bsmith@nrha.com, lkelsey@nrha.com, cmorris@nrha.com