



Career Opportunity Description

Position:	Corporate Relations and Member Services Executive Assistant
Date:	May 7, 2021
Incumbent:	New Position
Reports To:	Sr Director of Corporate Relations and Communications / Assistant Commissioner
Organizational Unit:	Communications and Member Services
Pay Grade:	Hourly position
Hours per Week:	40 Hours
Shift/Hours/Days:	8am – 5pm / Monday through Friday, Some Weekends and Holidays
Position Start Date:	TBD
Benefits Include:	Heath & Dental Insurance, Simple IRA, Vision Insurance, Paid Holidays

Job Description:

Responsible for providing supporting functions and duties to the Communications and Membership Services departments. Office support consists of specific duties as well as departmental office management, calendar keeping, record keeping, correspondence handling, liaison activities with all NRHA departments and NRHA committees, inter-departmental coordination, and occasional reception tasks.

Education & Experience:

Education:	High School Diploma Required, College Degree Preferred
Experience:	1-2 years minimum
Qualifications:	<ul style="list-style-type: none"> • Strong customer service orientation, interpersonal and communication, both verbal and written, skills are crucial. • Working knowledge of Microsoft Office required. • Knowledge and interest of the Equine industry and events preferred. • Multi-tasking skills and ability to organize workload are essential. • Can thrive in a fast paced environment of changing daily tasks based on needs and demands. • Ability and desire to learn ReinerSuite and NRHA history. • Position is based in Oklahoma City, Oklahoma.

Major Responsibilities:

- Manage Reiner magazine subscriptions: Problem resolution, mailing, mailing labels produced monthly, and archiving.
- Manage Green Reiner program, promotional activities, member inquiries, and awards.
- Affiliate award orders, special duplicate orders, provide trophy order support for ordering and shipping of all year-end awards.
- Fulfill promotional orders such as gifts, SWAG, brochures, handbooks, pattern book requests, and mass mailings.
- Manage tradeshow booth presence.
- Support monitoring overall website updates for up-to-date content.
- Support media promotions.
- Serve as call agent and email support for member services.
- Assist with ReinerSuite activity queue proofing, shopping cart maintenance, show fine invoicing, and mailings.
- Administrative tasks such as: Scanning, copies, reminders, and solicitations.
- Marketing and sponsorship tasks such as: Updating sponsorship files, sponsorship fulfillment and satisfaction activities, and gathering analytics after the Derby and Futurity.
- Assist with event storage clean-up, and managing marketing inventory such as banners, boxes, and carts.
- Liaison activities as assigned by direct reports.
- Other duties as assigned by the NRHA upper management team.

Resumes can be sent to:

National Reining Horse Association

Attn: Sammi Miller

smiller@nrha.com