

## NRHA Career Opportunity Description

Position:	Member and Show Services Representative
Date:	April 2, 2019
Reports To:	Sr. Manager of Association Services
Organizational Unit:	Member and Show Services
Wage:	Commensurate with experience
Hours per Week:	40 hours – Occasional overtime
Shift/Hours/Days:	Monday through Friday 8 a.m. – 5 p.m. – Some weekends and holidays
Position Start Date:	Immediate
Benefits Include:	Health, Vision, Dental, Simple IRA, Life Insurance, Paid Holidays

### Job Description:

Responsible for preparing, maintaining, and coordinating documents and processes required to effectively support NRHA Member and Show Services, NRHA Events Department, and NRHA Nomination Program. The ability to interact and provide excellent customer service to NRHA membership is paramount.

### Education & Experience:

Education:	High School Diploma Required, College Degree Preferred
Experience:	1-2 years minimum
Qualifications:	<ul style="list-style-type: none"> <li>• Strong customer service, interpersonal and communication, both verbal and written, skills are crucial.</li> <li>• Strong abilities in data entry with a high degree of accuracy.</li> <li>• Working knowledge of standard office procedures.</li> <li>• Working knowledge of Microsoft Office required.</li> <li>• Knowledge and interest of the equine industry and events.</li> <li>• Experience with Associations preferred.</li> <li>• Multi-tasking skills and ability to organize workload are essential.</li> <li>• Job is based in Oklahoma City, Oklahoma.</li> <li>• Some travel is possible.</li> </ul>

## **Major Responsibilities:**

- Provide excellent customer service to the membership and to help fulfill requests and provide information such as eligibility, earnings, show records, pin numbers, forms, etc.
- Process new NRHA memberships and membership renewals
- Process new NRHA competition licenses, competition license transfers, and leases.
- Process NRHA show results and fine letters.
- Process NRHA Event Approvals
- Order trophies for NRHA approved events
- Process rushes as needed.
- Process NRHA Owned Event and Ancillary Entries.
- Process NRHA nominations.
- Check in show results and ensure proper paperwork and fees have been submitted.
- Proof competition licenses and lease certificates.
- Maintain proper workflow and ensure deadlines are met.
- Provide support at NRHA owned events as needed including the show office, NRHA Zone, etc.
- Communicate regularly with Corporate Relations, *Reiner* Magazine and the Marketing and Outreach departments to ensure advertising and promotional needs are met and sponsorship opportunities are maximized.
- Other duties as assigned.

### **Resumes can be sent to:**

**National Reining Horse Association**

**Attn: Angie Honeywell**

**ahoneywell@nrha.com**