



## Internship Description

<b>Position:</b>	Development/Special Events Intern
<b>Date:</b>	August 13, 2018
<b>Incumbent:</b>	N/A
<b>Reports To:</b>	Leslie Baker
<b>Organizational Unit:</b>	Reining Horse Foundation <a href="http://www.reiningfoundation.com">www.reiningfoundation.com</a>
<b>Salary:</b>	Negotiable
<b>Hours per Week:</b>	Approximately 8 hrs for 12 weeks minimum (plus special event hours in late November)
<b>Shift/Hours/Days:</b>	Potential Monday-Friday, 8:00 – 5:00 p.m.
<b>Position Start Date:</b>	Week of 9/10/2018 (or upon filling position)

### Job Description:

Receive practical experience with a 501(c)3 nonprofit organization. Opportunities available through this internship include but are not limited to:

- Increased understanding of nonprofit organization, donor management and event planning
- Marketing strategy, communications messaging and implementation
- Leadership and interpersonal skills development
- Intern will help the Reining Horse Foundation achieve its mission of caring for the reining community and honoring the sport's legacy. The intern will report to the Reining Horse Foundation executive director but will work with other National Reining Horse Association staff and volunteers as assigned.

### Education & Experience:

<b>Education:</b>	Junior or Senior Level Undergraduate or Graduate Student in event planning, nonprofit administration, public relations or marketing/communications preferred
<b>Experience:</b>	Previous office and nonprofit experience preferred. Knowledge of reining or equestrian disciplines is not required, but is desirable
<b>Qualifications:</b>	Association and nonprofit knowledge Demonstrated leadership and organization skills Competent in Microsoft Office applications, especially Excel and Word Above-average interpersonal communication skills and customer service philosophy Self-starter with collaborative skills

<b>Other:</b>	Part-time. Flexible hours. Up to 8 hours/week for majority of internship with extra hours the weeks of November 19 and 26. Must be available to work the Week of November 26 and specifically November 28. College credit is an option depending on course requirements. Business/business casual attire with clean, non-ripped jeans acceptable most days.
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### **Major Responsibilities:**

Assist with preparations for major fundraising event, Sliders' Night Out, scheduled for November 28 at State Fair Park and the NRHA Futurity & Adequan® North American Affiliate Championship Show, November 22-December 1, both in Oklahoma City

Provide event planning support with the myriad of details and tasks related to a major fundraising banquet and program

Maintain accurate donor records and correspondence

Help with administrative recordkeeping

Interact with volunteers, staff and donors during the NRHA Futurity & Adequan North American Affiliate Championship show and Sliders' Night Out. May include serving in a trade show booth

Other general duties as required

**To apply, submit letter of interest (cover letter), resume and intern application to:**  
[rhf@nrha.com](mailto:rhf@nrha.com)

**Or mail to: Reining Horse Foundation  
3021 W Reno Ave., Oklahoma City, OK 73107**

## RHF Internship Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Valid Driver's License: YES NO

Are you currently involved in reining? YES NO

What is your interest in and experience with nonprofit organizations, event planning and development?

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How did you learn about this internship?

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What do you hope to gain from this internship?

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How do you think this internship will advance your academic and career goals?

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What is your background within the equine or livestock industry? \_\_\_\_\_

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**Accepting applications through August 27 or until position is filled:**

**Resumes, cover letters, and application for the internship should be submitted to:**

Leslie Baker

Reining Horse Foundation, Executive Director

3021 West Reno Ave., Oklahoma City, OK 73107

[rhf@nrha.com](mailto:rhf@nrha.com)