

NRHA Career Opportunity Description

Position:	Youth Programs Advisor
Date:	April 2, 2019
Reports To:	Assistant Commissioner
Organizational Unit:	Member and Show Services / Competition and Education
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, 401K, Life Insurance, Paid Holidays

Job Description:

Effectively work to grow NRHA Youth membership base and related programs while administering leadership development activities and fostering relationships with NRHyA Officers and Delegates. Will provide administrative support to the Events Department, as well as Member and Show Services Departments, and may be directed to assist other members of the management team.

Education & Experience:

Education:	High School Diploma Required, College Degree Preferred
Experience:	<ul style="list-style-type: none"> • Youth leadership and development experience/education preferred. • Experience with committee and board work is preferential.
Qualifications:	<ul style="list-style-type: none"> • Excellent organizational, communication, and customer service skills. • Proficient in Microsoft Office and basic operating systems with the ability to learn new computer programs quickly. • Working knowledge of standard office procedures. • Knowledge of and interest in equine industry. • Ability to multi-task and organize workload. • Ability to enter and process data accurately.
Other:	<ul style="list-style-type: none"> • Some travel required. • Job is Based in Oklahoma City, Oklahoma. • Some weekend work required. • Some holiday work may be required.

Major Responsibilities:

Manage all NRHyA Programs including:

- Organize, facilitate, and manage NRHyA fundraisers (i.e raffle, silent auction, stallion auction, Buy A Pro, etc.) and their associated contracts, payments, communication, promotion, and fulfillment.
- Manage the NRHyA Officer Team including travel schedules, arrangements, and leadership programming.
- Manage all aspects of the Varsity Reining Club and Green Reiner and their awards program.
- Work with *NRHA Reiner* staff to develop content for youth section in each issue of the magazine.
- Process all scholarship awards and requests for payment.
- Order awards as needed (Youth Incentive, Affiliate Regional Championships, alliance agreements, etc.).
- Create and distribute materials to support youth programs at North American Affiliate Regional Championships including communication with local coordinator to implement Youth Team Tournament.
- Represent NRHA at events including, but not limited to, IHSA Nationals, YES Conference, AYHC Symposium, etc.
- Work with NRHA Committees and Board of Directors as needed, including serving at Youth Committee liaison.
- Coordinate and attend all Youth meetings at NRHA owned events.
- Assist with NRHA owned events as needed.
- Other duties as assigned.

Assistance with department and administration:

- The senior management may delegate duties to assist the department. Examples of those duties and responsibilities include:
 - Process new memberships, membership renewals, competition licenses, competition license transfers, leases, nominations, and rushes.
 - Order trophies for NRHA approved events and activities as needed.
 - Assist with travel arrangements, shipping, invoicing, etc.

Resumes can be sent to:

National Reining Horse Association

Attn: Christa Morris-Stone

cmorris@nrha.com