



Career Opportunity Description

Position:	Education & Officials Coordinator
Date:	April 7, 2026
Incumbent:	Jenna Fiscus
Reports To:	Sr. Director of Education & Officials
Salary:	Salary based upon experience, plus benefit package
Hours per Week:	Full-time
Shift/Hours/Days:	Monday-Friday, 8 a.m. to 5 p.m. typical schedule. Weekend, holiday, evening, early-morning, and extended hours may be required prior to, during and following NRHA events, Judges & Stewards schools/seminars, including Thanksgiving, and other business needs. These additional hours are occasional and dependent on business demand; they are not intended to establish a regular weekly schedule beyond the standard full-time role. A hybrid schedule may be available with supervisor approval.
Position Start Date:	Immediate
Benefits Include:	Health, Vision, Dental Insurance, Simple IRA, Paid Time Off & Holidays. See details below.

Job Description

This role supports the Sr. Director of Education & Officials by helping develop and run Judges & Stewards education programs, including curriculum, certification, testing, and seminar logistics. It also manages administrative work such as registration, billing, records, budgeting, HorselQ updates, and educational content creation. In addition, the position assists with committee coordination, Board reporting, and judge-related support for NRHA events.

Education & Experience:

Education: Associate or bachelor's degree in an applicable field such as Animal Science or Agricultural Business preferred.

Experience: Experience in the western performance horse industry strongly preferred.

Qualifications:

- Excellent personal and interpersonal relationship skills.
- Initiative, creativity, ambition and commitment to success.
- Concise communications skills both written and spoken.
- Team player with the ability to take direction and handle projects with minimal supervision.
- Highly organized with attention to detail.
- Proficient in Microsoft Office, including Excel, virtual meeting platforms, video editing and other media programs with the ability and desire to learn new software programs.
- High level of integrity and ability to deal with sensitive information.



Major Responsibilities

- Assist with development and implementation of core curriculum for in-person and virtual Judges & Stewards schools/seminars, as well as continuing education, remote learning opportunities and certification programs.
- Construct video and other digital content to be used by committees and for educational purposes.
- Manage registration process for domestic, international, and online Judges & Stewards schools/seminars.
- Process billing and invoicing for all Judges & Stewards seminars/schools.
- Assist with scheduling Judges & Stewards schools/seminars dates, host locations, room set-ups, technology needs, as well as coordinating the clinicians.
- Assist with managing and updating Judges & Stewards schools/seminars budget and travel budget.
- Process Judges & Stewards schools/seminars test results and resulting correspondence.
- Manage retesting process, scheduling, grading and resulting correspondence.
- Maintain and update judges' files and judges list.
- Collaborate, implement and upload improvements and show official courses to HorselQ and Event Officials Program (EOP).
- Assist with monitoring and developing statistical reports regarding member use of HorselQ.
- Coordinate the development, production, promotion and ordering of NRHA Judging educational materials for member and judge use.
- Assist with the selection and hiring of judges/scribes/stewards for the NRHA Futurity and Derby.
- Assist with facilitating reviews and other essential Judge Room tasks during NRHA owned events.
- Archive and organize video content during NRHA owned events to be used as potential future educational material/content.
- Develop statistical reports on judges' maneuver evaluation and penalty application at NRHA owned events to be used for educational and program development purposes.
- Coordinate the Judges, Professionals and Stewards Advisory Committee policy and rule change proposals for presentation to the Board of Directors and subsequent updates to NRHA materials.
- Assist with the preparation of Judges and Stewards Program reports for Board of Directors meetings.
- Assist with staff liaison responsibilities for the Judges, Stewards, and Professionals Committees.
- Provide administrative support to the Sr. Director of Education & Officials as instructed
- Other duties as requested or assigned Sr. Director of Education & Officials.

Submit employment application, cover letter and resume to the Sr. Director of Education & Officials, Patti Carter, pcarter@nrha.com.



About NRHA

Founded in 1966, the National Reining Horse Association (NRHA) is a nonprofit organization dedicated to the promotion of the reining horse in a fun-filled, family atmosphere. Headquartered in Oklahoma City, Oklahoma, it serves as the standard setting body for the sport of reining worldwide. NRHA approves events worldwide, stretching across the globe with members in nearly 40 countries. Annually, the sport pays out close to \$30 million dollars in purses with two of the sport's largest events being hosted in Oklahoma City.

Employee Benefits

At NRHA, full-time employees can contribute to a collaborative workplace with great benefits, paid vacation, holidays, Simple IRA, and more.

- Paid time off, sick leave, and holidays
- Casual, western dress code
- Matching Simple IRA with employer-paid retirement contribution (limit applies)
- Employer-paid insurance premiums for employee coverage:
 - Medical benefits*
 - Dental benefits*
 - Vision benefits*
 - Disability insurance (short-term and long-term)
 - Life insurance
- Supplemental Insurance: Employee paid
- Employee Assistance Program, Employee Volunteerism Program, Employee Lunch Convenience Program
 - Job-related seminar and continuing education opportunities
 - NRHA Employee Discounts courtesy of Corporate Partners

**Spouse and family premiums also paid for salaried (exempt) staff.*

April 2026