



Career Opportunity Description

Position:	Education & Officials Coordinator
Date:	April 4, 2024
Reports To:	Sr. Director of Education & Officials
Salary:	Based Upon Experience
Hours per Week:	Full-time; 40 hours with the potential for some after-hours work; especially during special events
Shift/Hours/Days:	M-F, some weekends and Thanksgiving
Position Start Date:	TBD
Benefits Include:	Health, Vision, Dental Insurance, Simple IRA, Paid Time Off & Holidays

Job Description:

This position will report directly to the Sr. Director of Education & Officials and will work collaboratively to achieve the goals of the programs for which the department is responsible. This job is based in Oklahoma City, Oklahoma.

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:	<ul style="list-style-type: none"> • 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. • Proficient in Microsoft Office, virtual meeting platforms, 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 all Judges & Stewards schools, 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' and stewards' schools/seminars.
- Process billing and invoicing for all judges' and steward seminars/schools.
- Schedule applicant seminar and school dates, host locations, room set-ups, technology needs, as well as coordinating the clinicians.
- Process school and seminar test results and resulting correspondence.
- Manage retesting process, scheduling, grading and resulting correspondence.
- Maintain and update judges' files and judges list.
- Help manage and update school/seminar budget and travel budget.
- Collaborate and implement improvements and updates to Event Officials Program "EOP."
- Coordinate the development, production, promotion and ordering of NRHA Judging educational materials for member and judge use.
- Coordinate selection and hiring of judges/scribes 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.
- Coordinate the Judges and Stewards 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.
- Develop statistical reports on judges' maneuver evaluation and penalty application at NRHA owned events to be used for educational and program development purposes.
- Assist with staff liaison responsibilities for the Judges, Stewards, and Professionals Committees.
- Occasional will move promotional materials, prepare items for mail, load for events, etc. not to exceed 50 pounds.
- Provide administrative support to the Sr. Director of Education & Officials as dictated.
- Any other duties as requested or assigned Sr. Director of Education & Officials.

Resumes can be sent to:

National Reining Horse Association

Attn: Patti Carter

pcarter@nrha.com