



Posting Summary

Job Title: Executive Secretary for Southwest Virginia Hunter Jumper Association (SWVHJA)

Summary: The Executive Secretary of the SWVHJA plays a crucial role in managing all administrative functions of the association under the guidance of the volunteer Board of Directors. This position involves coordinating with board members to address membership inquiries, managing membership applications and show-related activities, and ensuring the smooth execution of the association's annual horse show, clinics, events, and meetings. The Executive Secretary serves as a central point of contact for members, show managers, and sponsors, facilitating communication and upholding the association's mission.

Duties and Responsibilities:

Membership Administration and Yearly Calendar:

- Process and manage all membership applications, horse recordings, and associated payments.
- Coordinate with the Board to address membership inquiries promptly.
- Manage the receipt of show applications and assist in creating the show calendar.
- Process horse show results and point accumulations at minimum biweekly during the show season. Act as the point of contact for members to resolve any point disputes in collaboration with the Board.

Association's Annual Horse Show:

- Collaborate with the Board to solicit sponsorship opportunities and fulfill sponsor needs.
- Support the Show Manager in coordinating event logistics, timetable, prize lists, and exhibitor hospitality.
- Procure awards for the show and manage monogramming/engraving as necessary.
- Arrange transportation of hospitality and awards items to and from the show venue.

Awards Banquet/Annual Meeting/Show Managers Meeting:

- Procure event locations, menus, and audiovisual equipment in consultation with the Board.
- Coordinate awards displays and manage logistical arrangements for meetings and banquets.
- Arrange for the transportation of awards to recipients unable to attend events.

General Administration:

- Maintain financial records and provide monthly and annual accounting reports to the Treasurer.
- Administer all communications with the Association's CPA to ensure all required tax documents and filings are appropriately addressed.
- Manage insurance policies, claims, and renewals in collaboration with the Board.
- Present a summary of duties at each Board Meeting and ensure accurate documentation.
- Work closely with the Board Secretary to provide timely documentation and reports.
- Handle incoming and outgoing communications, including website management and record-keeping.
- Assist in organizing monthly meetings, both physical and virtual, and provide information to members in a neutral manner.
- Coordinate the creation, printing, and distribution of the Association's Yearbook.

Qualifications:

- Bachelor's degree in business administration, communication, or related field preferred.
- Demonstrated customer service skills in both written and verbal communications.
- Previous experience in association management, event planning, or administrative roles.
- Strong organizational skills with attention to detail.
- Proficiency in Microsoft Office Suite including excel, Zoom, horse show entry platforms such as horseshowsonline.com and horseshowing.com, as well as experience with database and website management.
- Ability to work independently and collaboratively in a remote environment.
- Knowledge of equestrian sports or related industries is required.

This position reports directly to the President of the Board of Directors of the SWVHJA. It is anticipated that the role will require between 35 – 50 hours per month of work time. The anticipated compensation range is \$13,500 - \$14,500 per year.

How to Apply: Interested candidates should submit a resume and cover letter outlining their relevant experience and qualifications to annelesko@gmail.com. Please include "SWVHJA Executive Secretary Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

SWVHJA is committed to creating a diverse environment. We encourage applicants from all backgrounds to apply.