



UNITED STATES DRESSAGE FEDERATION™

USDF Sales & Marketing Assistant

The United States Dressage Federation, a non-profit equine organization dedicated to the Olympic discipline of dressage, has an immediate opening for a full-time Sales & Marketing Assistant. The Sales & Marketing Assistant will provide administrative and fulfillment support for our retail sales operations and efforts in the Lendon F. Gray Bookstore and at various events, as well as for overall marketing projects for the organization. Additionally, the Sales & Marketing Assistant will be expected to provide copyediting and content support for the department's online efforts related to the USDF's publication website YourDressage.org.

Requirements:

- College degree
- Excellent written and oral communication skills
- Proficiency in Microsoft Office suite
- Detail-oriented and versatile
- Excellent customer service skills
- Ability to administrate projects and multi-task, while meeting critical deadlines

Experience in dressage/equestrian knowledge preferred. Travel as a USDF representative may also be required.

This is an excellent on-site opportunity based at the USDF headquarters in Lexington, Kentucky for someone to come to work in a tight-knit environment, with excellent benefits, and varied tasks from day to day. If interested and possess the necessary qualifications, please send letter of interest and resume to:

Human Resources – Marketing Assistant
United States Dressage Federation, Inc.
4051 Iron Works Parkway
Lexington, KY 40511
E-mail: hr@usdf.org
Fax: 859.971.7722