



## **United Professional Horsemen's Association, Inc.**

**JOB TITLE:** Program Coordinator

**SUPERVISOR:** Executive Director

### **SUMMARY**

The United Professional Horsemen's Association (UPHA) is comprised of nonprofit entities and is managed by a volunteer Board of Directors within the specific By-Laws of the individual entities. Employees of the UPHA work under the direction of the Board, for its members, with complete confidentiality, respect, and cooperation, a requirement of continued employment.

### **GENERAL JOB DESCRIPTION**

The Program Coordinator is responsible for the day-to-day administration, coordination, and support of UPHA programs and membership services. This position works closely with the Executive Director, committees, chapters, and volunteers to ensure programs are executed efficiently, align with UPHA's mission and strategic objectives, and deliver a high level of service to members and participants.

The ideal candidate is a proactive planner, detail-oriented executor, and enthusiastic collaborator with strong organizational and communication skills, preferably with experience in equestrian and/or nonprofit environments. Knowledge of the American Saddlebred, Morgan, Arabian, and Hackney breeds is a plus.

### **KEY RESPONSIBILITIES**

#### **Program Administration and Coordination**

- Perform day-to-day operations of assigned programs (e.g., Membership, Challenge Cup, Classics, Ribbons of Service, grants, awards, scholarships, etc.)
- Track program timelines, requirements, participation, and deliverables to ensure successful execution.
- Maintain accurate program records, databases, and documentation.
- Assist with program evaluations and reporting for leadership and committees.
- Develop and monitor budgets and timelines for all assigned programs.
- Implement systems to collect data, feedback, and insights to improve future offerings.

#### **Communication and Member Support**

- Serve as the primary contact for program participants, responding to inquiries and providing guidance on requirements, deadlines, and processes.
- Serve as the primary contact for membership, processing, printing, and distribution of membership cards.

- Draft and distribute program and membership communications, including announcements, reminders, updates, and promotional content in coordination with the Executive Director.
- Collaborate with the Executive Director to promote program participation and awareness to ensure cohesive marketing and branding.

### **Committee, Chapter, and Volunteer Support**

- Provide administrative support to committees, including scheduling meetings, preparing agendas, taking minutes, and tracking action items.
- Support Chapter Chairs by developing and updating resources and providing chapter membership listings upon request.
- Support volunteer leaders by organizing materials, timelines and follow-up communications.
- Ensure the committee and chapter's efforts align with the UPHA's mission and strategic objectives.

### **Administrative Support and Documentation**

May include, but are not limited to:

- General office/clerical work as needed.
- Daily phone, written correspondence, and email communications
- Scanning, filing, copying, organizing.
- Processing mail (incoming/outgoing)
- Maintain office order and cleanliness.
- Manage office supply inventory
- Responsible for the timely processing of shipments and mailings.
- Abide by and ensure compliance with the UPHA Document Retention Policy
- Greet members and the public in a friendly and professional manner.

### **QUALIFICATIONS AND SKILLS:**

#### **Education**

Bachelor's degree or higher required; preferably in nonprofit management, communications, marketing, business, or a related field.

#### **Key Competencies**

- A minimum of one year of experience in program coordination, nonprofit administration, or a membership-based or volunteer-driven organization.
- Highly organized with strong attention to detail
- Ability to prioritize and manage multiple projects simultaneously
- Possesses strong organizational, time-management, writing, and communication skills
- Demonstrated strong customer service experience and ability to communicate professionally with members, volunteers, and the public
- Proficiency with office software, databases, membership management systems, standard

- office equipment, and social media platforms
- Ability to work independently while collaborating effectively with staff, volunteers, and leadership.
- Willingness to learn and take initiative in a fast-paced office environment.

### **Other**

- Ability to be flexible with tasks and willingness to adjust accordingly to quickly changing priorities as deemed necessary by the Executive Director
- Must be willing to work on-site at the UPHA office in Midway, KY.
- Knowledge of American Saddlebred, Morgan, Arabian, and/or Hackney breeds is a plus.
- Regular and predictable attendance is required
- Legally eligible to work in the United States.
- Must maintain a clean, professional appearance and adhere to the UPHA's business casual dress code in the office and when representing UPHA at all member-facing or public engagements.
- Ability to work flexible hours, including evenings, weekends, and occasional travel for events.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be capable of lifting and carrying up to 50 pounds as needed.

### **WORK SCHEDULE:**

This is a full-time, in-person position located in Midway, KY. Regular business hours are Monday through Friday, 9:00 am to 5:00 pm, with some evening and weekend hours as needed.

### **COMPENSATION AND BENEFITS:**

- Salaried position
- Health Insurance Reimbursement
- One-week paid vacation after 180 days
- Five paid sick days
- Simple IRA Plan, with up to a 3% company match

Interested candidates should send a cover letter, resume, and at least two references via email to [jmellenkamp@uphaonline.com](mailto:jmellenkamp@uphaonline.com) in either Word or PDF format. An in-person interview will be required for selected candidates.