



ARABIAN HORSE ASSOCIATION

WE'RE HIRING!

SHOW SECRETARY INTERN

Do you have a passion for Show Management within the Equine Industry?

THIS IS THE INTERNSHIP FOR YOU!

The Arabian Horse Association is in search of an intern who would like to combine a passion for equine sports with administrative assistant functions to support the AHA Event Show Secretary for the 2024 show season. Intern's duties may be doing things such as assisting competitors or entering show results.

The goal of the show season is to ensure the event runs smoothly and any issues are dealt with efficiently and effectively with flexibility and with the ability to identify the problem that may be encountered during the competition and provide potential solutions.

To apply, send a Resume and Cover Letter to hr@arabianhorses.org

QUALIFICATIONS

- High School diploma or GED equivalent
- 1-2 years administrative experience
- Experience exhibiting Arabian Horses preferred
- Knowledge of AHA rules is preferred
- General knowledge of USEF and other governing body rules
- Ability to perform basic computer functions
- Understanding of clerical skills
- Familiar with Microsoft Office and/or Google Suite

REQUIREMENTS

- High School diploma or GED equivalent
- 1-2 years administrative experience
- Experience exhibiting Arabian horses preferred
- Knowledge of AHA rules is preferred
- General knowledge of USEF and other governing body rules
- Ability to perform basic computer functions
- Understanding of clerical skills
- Familiar with Microsoft Office and/or Google Suite
- Desire to grow in the Equine Industry
- Excellent written and grammar skills
- Excellent communication and interpersonal skills



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- Must have a strong work ethic and the ability to self-start
- Skills in Microsoft Office Suite with basic Excel and Word skills are a must
- Mac Capabilities
- Ability to verify data and enter data
- Adaptable to changes at the last minute
- Provide optimal customer service
- Manger multiple responsibilities simultaneously
- Must complete training as required
- Must be 18 years or older and willing and available to travel to shows
- Must have access to a laptop
- Available weekdays for 20 hours/week with the understanding some days may be longer than 8 hours; early mornings and/or late evenings
- Must be from Colorado and be able to frequently travel to the AHA office during the show season, June through October
- Attend the following shows located in Oklahoma:
 - Youth and Mid-Summer Nationals: July 13-28
 - US Nationals: October 12-27
- Ability to lift 20-plus pounds

JOB TYPE

Paid internship with a monthly stipend of \$1,500.00. All travel expenses to shows will be covered with added per diem. This internship will run from May to November. Flexibility will be given to current students.

You will be required to live in Colorado during the show season and able to travel to the office in Greenwood Village from June to October.

ABOUT AHA

The Arabian Horse Association is a full-service non-profit breed association, AHA seeks to meet the breeding, competitive and recreational interests of all Arabian horse owners. We offer over 344 events and competitions and have the largest online marketplace, bringing enthusiasts together to share the joys of Arabian horse ownership.