

Job Title: Education Programs Coordinator
Reports To: Assistant Managing Director of Education; Director of Education
FLSA Status: Exempt
Date: March 1, 2021

Summary

The Education Programs Coordinator participates in the analysis, development, implementation, management, and growth of education programs and related services within the Association. Current programs of involvement may include the USHJA Instructor Credential Program, Emerging Athletes Program, Licensed Officials' Education, Horsemanship Quiz Challenge, Adult Horsemanship Quiz Challenge, Webinars, USHJA Clinics, the Wheeler Museum, and other USHJA educational efforts.

Essential Duties and Responsibilities include but are not limited to the following:

- Provide information by answering questions and requests via telephone and email about education department programs and services
- Maintain administrative workflow including minutes of committee meetings, reports on event planning, budget tracking and other monitoring as assigned
- Coordinate projects with other USHJA departments, including finance, communication, sponsorship, graphic design and awards
- Act as a liaison between USHJA and volunteer committees including: noticing conference calls, conducting conference calls, administering requests, managing budget needs and coordinating with chairs in preparation of meetings
- Represent the USHJA off-site as an ambassador at events as assigned
- Support the development, implementation and management of education and training plans to enhance and expand the Association's capacity to provide and support education opportunities for members, professionals, licensed officials, and business owners associated with the industry
- Analyze existing education programs and evaluate for enhancement opportunities
- Support the design, development and implementation of education and professional development programs and services
- Collaborate with staff, committees, and members in the development of education and training strategies at the regional/local level
- Utilize new technology and existing modes to deliver education and training to end users
- Other related duties as assigned by the Assistant Managing Director and Director

Competencies: To perform this job successfully, an individual ***must have demonstrated experience*** in the following competencies and **must be able to perform** each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Planning/Organizing

Prioritizes and plans work activities; Follows policies and procedures; Completes administrative tasks correctly and on time; Organizes or schedules events, clinics, and meetings to facilitate program needs.

Communication

Listens and seeks clarification; responds well to questions; participates in meetings, writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs, and is able to process and present numerical data effectively.

Customer Service

Manages sometimes difficult or emotional customer situations; assists customers in a helpful and friendly manner that reflects positively on the Association; responds promptly to customer needs; and listens to others without interrupting.

Quality

Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; and monitors work to ensure quality.

Adaptability

Adapts to changes in the work environment; manages competing demands; changes approach or method to best suit the situation; and remains flexible and is able to deal with frequent changes, delays, and/or unexpected events.

Initiative

Volunteers readily and undertakes self-development activities; seeks increased responsibilities; and asks for as well as offers help when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- College degree with educational experience, or an equivalent combination of education, training, and expertise
- 2-3 years' of progressive work experience is required
- Knowledge of equestrian sports and disciplines
- Familiarity with curriculum design, educational content development and test development
- Ability to proactively engage and develop relationships with diverse groups of individuals
- Event planning experience to support the necessary steps to develop, schedule, and execute clinics and educational offerings, virtual and in-person
- Experience with supporting or managing projects and programs to successful completion

- Experience working with a team and/or working with a cross department team
- Experience coordinating events from conception through completion
- Possess excellent judgment and creative problem-solving skills, including negotiation and conflict resolution
- Possess strong written, oral, interpersonal and presentation skills; ability and confidence engaging with a diverse audience of individuals
- Is a strategic and analytical thinker
- Is a positive, collaborative, and proactive member of a team, contributing towards a common goal
- Possess strong computer and office equipment skills; experience with Excel is required
- Experience working with database software to organize, analyze, and manage data

Other Requirements

- Some travel and overnight stays and weekends required
- Some after hours and weekend work required

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms. The employee must frequently lift and/or move items ranging in weight. While performing the duties of this job, the employee is required to travel by air or automobile. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment: The noise level in the work environment is usually moderate.