



ARABIAN HORSE ASSOCIATION

HORSE SHOW SECRETARY INTERN

Do you have a passion for Events 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, data entry 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

YOU WILL LEARN

- All aspects of being a Horse Show Secretary

REQUIREMENTS

- Desire to grow in the Equine Industry
- High School diploma or GED equivalent
- Experience as a horse show exhibitor is extremely helpful
- Learn or know AHA and USEF rules
- Skills in Google Suite and Microsoft Office Suite with basic Excel and Word are a must
- Excellent written and grammar skills, interpersonal skills, multitasking, and a strong work ethic
- Available weekdays for 20 hours/week
- Must be 18 years or older and travel to the following shows in Oklahoma:
 - Youth and Mid-Summer Nationals: July 18-27
 - US Nationals: October 17-26

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.