



Job Posting

Job Title:	Executive Secretary/Office Manager
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To apply:	Email: hartleyperformance@msn.com Attn: ASHA Hiring Committee
Send a Cover Letter and Resume to:	Mail: Attn: ASHA Hiring Committee 20955 North Coburg Road Harrisburg, OR 97446

Company Description

The American Stock Horse Association (ASHA) was chartered as a non-profit organization in 2008. The Association is dedicated to enhancing the pleasure of owning and riding horses through creating better horses and horseman. The mission of the Association is simple: Help People Ride a Better Horse.

Opening and Location

ASHA, currently has an opening for an Executive Secretary/Office Manager. This location for this position is to be determined.

Reporting and Responsibilities

Reporting to the elected ASHA President, the Executive Secretary/Office Manager will be the primary point of contact for ASHA members. This position is responsible for maintaining the association services by organizing office operations and procedures; controlling correspondence; maintaining member and horse competition license files; reviewing and approving supply requisitions; performing general clerical functions, maintaining databases to include Competition Licenses, Memberships, Regional Year End Honor Roll standings, Merit Points and other cumulative point totals as requested.

Additional responsibilities will include, but are not limited to:

- Maintaining records of Board action, minutes and correspondence.
- Answering association phone calls, taking messages, and distributing calls and emails as appropriate to the correct Executive Board Member or Committee Chair.
- Keeping the ASHA Board informed by reviewing and analyzing special reports; summarizing information; identifying trends and providing member feedback.
- Maintaining office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Achieving financial objectives by scheduling expenditures as approved by ASHA Board of Directors, monthly recurring bill payment, analyzing variances, initiating and implementing corrective actions.

- Performing a broad range of high-level administrative functions of a confidential or specialized nature on a regular basis.
- Able to transform raw data into detailed and comprehensive reports using advanced MS Excel skills.
- Supporting ASHA functions that may include Local, Regional or National level events.
- Creating, revising, and distributing association literature.
- Distributing member updates via email and social media inclusive of monthly/quarterly newsletter.
- Designing, modifying, and publishing the association website.
- Maintaining any additional office staff needed by recruiting, selecting, orienting, and training employees upon board approval.
- Coordinating travel, including ground transportation, hotel accommodations, itinerary planning, meeting coordination, and ensure office requirements and facilities at destination are arranged, if required.
- Performing other duties and responsibilities as required by the Association.

Education and Skill Requirements

- A bachelor's degree preferred with a minimum of 1 to 3 years of similar work experience in a breed organization; or an equivalent number of years of education and work experience.
- Self-starter with the capability to work with minimal supervision. Able to work both as a member of a team, a team leader or as an individual contributor.
- Proficient and effective in professional communication, both verbally and in writing
- Customer/member focused with good relationship management skills.
- Elevated attention to detail, accuracy, and organization.
- Able to working in a high stress, rapidly-changing environment while maintaining a pleasant and professional attitude.
- Available to occasionally work after traditional hours to provide phone/email support to the various Affiliate organizations as they are hosting events.
- Able to exercise judgment and discretion in confidential and sensitive matters.
- Capable of completing multiple projects on time and with minimal supervision, which often serve several people and contain conflicting deadlines.
- High proficiency with computers and software programs.
 - MS Office with strong emphasis on Excel
 - Website design preferred
- Willingness to perform all necessary duties.

Key Skills

- Exceptional interpersonal skills (required)
- Exceptional writing skills (required)
- Ability to multi-task and complete work/projects within required timeframes (required)
- Exceptional Microsoft skills – particular strengths in Excel and Word (required)
- Horse industry knowledge (strongly desired)
- Bookkeeping/Accounting experience (strongly desired)
- Experience in organizational support, event promotion, and membership management (desired)

Benefits and Disclaimer

ASHA offers a competitive salary package and is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation, military veteran status, or any other characteristic protected by law.