

## *National Snaffle Bit Association General Personnel Needed*

The National Snaffle Bit Association is currently seeking qualified individuals to work in a variety of positions ranging from data entry and administrative positions to IT specialist. Located in Gurnee, IL, the NSBA is a membership driven equestrian organization that sanctions hundreds of horse shows around the world, provides incentive programs for equine breeders and maintains show records for thousands of money earning equine events.

This is an in-office position.

### Responsibilities:

- Maintaining program resources including data entry, registrations and communication with customers
- Provide support to existing staff and programs involving horse shows, processing of horse show data and communication
- Report to Executive Director
- Assist with preparation for NSBA produced horse shows
- Data management including processing and interfacing data in existing software

### Knowledge & Abilities:

- Equine industry knowledge
- Computer skills including familiarity with Microsoft software including Word, Excel and Power Point
- Capable of maintaining proper documentation of daily transactions
- Effective communication skills
- Ability to plan and coordinate various programs and events
- Ability to craft letters, proposals and emails

### Skills:

- Effective written and verbal communication skills
- Time management skills
- Flexible team player capable of building long term relationships
- Effective at prioritizing multiple projects

To apply, please email a current resume to the NSBA office at [office@nsba.com](mailto:office@nsba.com).