



**Programs Associate**  
**The American Morgan Horse Association, Inc.**

**JOB TITLE:** Programs Associate

**DEPARTMENT:** Programs

**SUPERVISOR:** Programs Manager

The American Morgan Horse Association, Inc. exists to preserve, promote, and perpetuate the Morgan horse. Founded in 1909, the Morgan Horse Club (as it was then called) was formed to support the Morgan breed. The club evolved and in 1971 underwent a reorganization being renamed the American Morgan Horse Association to better reflect its increasing responsibilities.

**General Job Description**

General office support providing a variety of administrative and clerical tasks for the AMHA Programs department and others as deemed necessary.

**Major Duties and Responsibilities**

- Answering a high volume of phone calls and assisting members, directing calls, and taking messages when necessary on a daily basis
- Process forms such as memberships, subscriptions, and other program specific submissions
- Enter horse show results
- Assist with the many different AMHA programs including processing, research, copying, filing, scanning, organizing, preparing materials, and other duties as deemed necessary

**Minor Duties and Responsibilities**

Willingness to assist where needed with general office support and tasks.

**Qualifications**

***Education:***

Minimum: High School Graduate or GED

Preferred: Secretarial Certification or Administrative Degree

**Experience:**

*Preference will be given to those candidates that:*

- Have proven prior experience with specific job duties listed
- Have equestrian knowledge
- Can communicate professionally with co-workers and members
- Possess strong proofreading abilities
- Perform accurate data entry
- Maintain proper phone etiquette
- Are able to find solutions and produce high quality results in a timely manner
- Are consistently punctual and reliable
- Maintain a positive outlook during times of stress/deadlines/etc.
- Are willing to work onsite at the AMHA office located in Lexington, KY

**Other:**

Ability to be extremely flexible with tasks with willingness to adjust accordingly to quickly changing priorities as deemed necessary by the Programs Manager.

**Key Competencies**

Accurate Typing and Data Entry

Skills Proofreading Abilities

Intermediate to Advanced Computer Skills (Microsoft Office, Google, Etc.)

General Office Machine Usage (Copier/Scanner, Mail Meter, Etc.)

Detailed Oriented with Strong Organizational Skills and the Ability to Multi-task

Ability to Learn New Tasks and Work Well With Others

Pleasant and Approachable Customer Service Attitude

Willingness to cross train and assist other departments as needed

**Physical Requirements**

*Ability to*

Sit for long periods;

Stand when needed;

Majority of time spent on computer;

Lift up to 50 pounds from time to time as required;

Limited/possible special event duties/travel.