

## **NRCHA SEEKING ENTRY & RESULTS ASSISTANT**



### **CONTACT:**

National Reined Cow Horse Association  
info@nrcha.com

The National Reined Cow Horse Association, based in Pilot Point, Texas, seeks a motivated and efficient individual to support entries, results and memberships for the ever-growing Western performance association.

As entry and results assistant, this position is responsible for working with the premier event manager and the membership and affiliate shows manager to record entries and stalling information for the five premier events, enter data for over 150 affiliate level NRCHA shows, and assist in recording information for the NRCHA's 5,000+ members.

The applicant should have excellent attention to detail, the ability to multitask effectively, and the ability to concentrate for extended periods while performing accurately and with adequate speed. Experience in the Microsoft Office suite including Microsoft Access is preferred. The entry and results assistant will work in multiple databases, so the applicant must be comfortable and have knowledge of database work.

Duties include but are not limited to: entering results for NRCHA sanctioned events; entering data related to stall and bedding orders for NRCHA's five premier events; providing entry support for NRCHA's five premier events; recording membership information for 5,000+ NRCHA members; contributing as a team player to assure that information is recorded accurately and in a timely manner.

*Applications due to NRCHA no later than January 12, 2022.*

### *Requirements:*

2+ years of data entry experience or related office experience  
Working knowledge of Microsoft Office including Microsoft Access  
Strong computer skills  
Ability to enter data into a computer quickly and accurately  
Strong attention to detail  
Team player  
Ability to provide quality work under tight deadlines  
Relocation to Pilot Point or surrounding area

*About the National Reined Cow Horse Association*

Based in Pilot Point, Texas, the National Reined Cow Horse Association was formed in 1949 in California, with the goal of preserving and educating the public about the rich history of this traditional horsemanship. The NRCHA is responsible for promoting the sport and ensuring high standards of competition and continuing to work to keep the Vaquero tradition alive in today's equine industry. The NRCHA also supports numerous affiliate clubs across the United States, Europe and abroad. These groups serve as the association's backbone, holding many NRCHA-sanctioned competitions and events each year. For more information on these events and reined cow horse, visit [www.nrcha.com](http://www.nrcha.com).