



## Career Opportunity Description

Position:	Executive Assistant
Date:	February 2026
Incumbent:	Lindsey Leach
Reports To:	Billy Smith, NRHA Commissioner
Organizational Unit:	Executive
Salary:	Salary based on experience, plus benefits package
Hours per Week:	Full-time, 40 hours per week
Shift/Hours/Days:	Monday-Friday, some weekends and holiday work is possible This position is based onsite Oklahoma City A hybrid schedule may be available with supervisor approval
Position Start Date:	Immediate
Benefits Include:	Health & Dental Insurance, Simple IRA, Vision Insurance, Paid Holidays See details below.

### Job Description:

Responsible for initiating and coordinating the administrative functions to effectively support the NRHA Executive Department, including its management team and programs. This role is responsible for anticipating needs, managing complex schedules and communications, and ensuring seamless coordination. Will also serve as the staff liaison to the NRHA Board of Directors, Executive Committee, and Bylaw Committee.

### Education & Experience:

Education:	Bachelor's degree or equivalent experience
Experience:	2-5 years' experience in supporting senior executives preferred
Qualifications:	<ul style="list-style-type: none"> <li>• Ability to prioritize and multi-task, often with deadline pressures</li> <li>• Organized with attention to detail</li> <li>• Association and/or equine industry knowledge, and experience preferred</li> <li>• Excellent written and oral communication skills, with the ability to represent the association and its leadership professionally</li> <li>• Efficient in Microsoft Office and basic office operations</li> <li>• Proven success in strictly maintaining confidential materials and information</li> <li>• Excellent customer service and interpersonal skills</li> <li>• Demonstrated professional ability to maintain credibility, trust, and support of staff and members</li> <li>• Ability and willingness to provide after-hours, weekend, and travel-based support as business needs dictate.</li> </ul>



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|  | <ul style="list-style-type: none"><li>• Can thrive in an environment of changing daily tasks based on association needs.</li><li>• The person in this position needs to often move about the office to access file cabinets, office machinery, prepare items for mailing, etc. May need to lift or move items not to exceed 50 pounds.</li><li>• Vision enough to read and draft written communications.</li><li>• Speech and hearing enough to communicate in person and by telephone.</li><li>• Manual and finger dexterity enough to operate office equipment such as keyboards, telephones, 10-key, etc.</li></ul> |
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### Major Responsibilities – What you will be doing:

#### Executive Administration:

Seamlessly coordinate and maintain the schedule for NRHA Commissioner including appointments, conference calls, meetings, and travel.

Make all domestic and international travel arrangements for NRHA Commissioner.

Prepare and submit all NRHA credit card statements for the Commissioner.

Help prepare communication pieces on behalf of the NRHA Commissioner including emails, letters, memorandums, articles, presentations, etc. ensuring accuracy in grammar and content.

Organize and distribute the weekly NRHA Commissioner's Newsletter.

Keep NRHA Office, Executive Committee, and Board of Directors informed of important issues and events.

#### Staff Liaison:

Plan and execute all NRHA Executive Committee and Board of Directors conference calls and meetings including preparing agendas, materials, travel arrangements, meals, reimbursements, etc.

Responsible for taking and finalizing minutes of all Executive Committee and Board of Directors meetings, conference calls and e-votes.

Maintain a high level of confidentiality on all documents and forms of communication with accuracy and professionalism.

Maintain NRHA Corporate Record Book and NRHA Bylaws.

Serve as the staff liaison for the Bylaw Committee which includes, but is not limited to, planning and executing all conference calls and meetings, as well as taking and finalizing minutes for each committee.

Map NRHA staff compliance with strategic plan.

Other duties as assigned by Commissioner.



## About NRHA

Founded in 1966, the National Reining Horse Association (NRHA) is a nonprofit organization dedicated to the promotion of the reining horse in a fun-filled, family atmosphere. Headquartered in Oklahoma City, Oklahoma, it serves as the standard setting body for the sport of reining worldwide. NRHA approves events worldwide, stretching across the globe with members in nearly 40 countries. Annually, the sport pays out close to \$30 million dollars in purses with two of the sport's largest events being hosted in Oklahoma City.

## Employee Benefits

At NRHA, full-time employees can contribute to a collaborative workplace with great benefits, paid vacation, holidays, Simple IRA, and more.

- Paid time off, sick leave, and holidays
- Casual, western dress code
- Matching Simple IRA with employer-paid retirement contribution (limit applies)
- Employer-paid insurance premiums for employee coverage:
  - Medical benefits\*
  - Dental benefits\*
  - Vision benefits\*
  - Disability insurance (short-term and long-term)
  - Life insurance
- Supplemental Insurance: Employee paid
- Employee Assistance Program, Employee Volunteerism Program, Employee Lunch Convenience Program
- Job-related seminar and continuing education opportunities
- NRHA Employee Discounts courtesy of Corporate Partners

*\*Spouse and family premiums also paid for salaried (exempt) staff.*

**Apply by submitting a digital cover letter and resume to:**

Christa Morris-Stone, NRHA Assistant Commissioner, [cmorris@nrha.com](mailto:cmorris@nrha.com)