



The United States Pony Clubs, Inc.

The Kentucky Horse Park, 4041 Iron Works Parkway, Lexington, KY 40511-8483
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www.ponyclub.org

Activities Intern Job Description: Event Planning Internship

Pony Club is the largest equestrian educational organization in the world. This is where it all begins! The cornerstones of our foundation are education, safety, sportsmanship, stewardship and FUN. Members learn riding and the care of horses through mounted sports. The skills, habits and values instilled through horsemanship will apply to every part of a member's life. The Activities Department is responsible for organizing the annual Equine Symposium and Convention and all USPC Championship competitions.

Position: Equine Event Planning Internship

Description: The Activities Department of the United States Pony Clubs Inc., seeks a dynamic, self-starter to assist with event planning efforts. This is an outstanding opportunity for an individual interested in learning more about equine educational event planning and equine competition event planning. The internship offers exciting hands-on experience and the opportunity to gain new skills.

Position Overview and Responsibilities:

- Assist with the creation of event promotional materials which may range from videos, social media posts or stories, and any other images or verbiage that may be posted on various USPC platforms, event apps, or the website as appropriate for the promotion of events.
- Assist with writing and coordination of press releases and any other assigned marketing or public relations materials.
- Assist in creating webinars targeting potential attendees for promotion of the event and communication of event rules and guidelines.
- Update attendee registration/entry information and related data entry.
- Assist in preparation of materials and supplies needed for events.
- Other duties as assigned.

Qualifications:

- Firm grasp of available tools and platforms in social media.
- Must be computer literate, including Internet research experience.
- Professional demeanor and outstanding phone etiquette.
- Ability to communicate in a professional manner with volunteers.
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines.

Hours: The USPC Office is open five days a week from 8:30am-5pm, hours are based on students' class schedule and availability.

Compensation: This is an Unpaid/Volunteer internship

Please send resume to Karen Clark at mainoffice@ponyclub.org