



Position Title: Rodeo Administrator

The Canadian Classic Rodeo Association (CCRA) is a national association for rodeo athletes 40 years of age and over. Founded by retired professional Cowboys in 1985, the CCRA provides opportunities for cowboys and cowgirls to continue to rodeo in a fun, competitive atmosphere.

The CCRA is seeking a Rodeo Administrator that will provide support to the Board, its members, committees, and sponsors to ensure effective rodeo operations.

Location: Hybrid home/remote. Some travel to rodeo locations may be required

Status: 1 year contract

Responsibilities:

- Respond to phone and email inquiries as needed, forwarding to appropriate director
- Manage social media accounts including Facebook and Instagram
- Keep website updated with current news, rodeo entry forms, results and standings
- Accept and record rodeo entries & memberships; manage membership list
- Sort, draw and create judge's cards and rodeo programs; review rodeo results, determine winners, and calculate payouts.
- Create & manage invoices, payouts, collections, fees etc. Work with Treasurer to maintain accurate financial records and have available at meetings and upon request
- Support meetings by planning and scheduling, communicate to attendees, preparation and distribution of meeting general and financial documents, and minute taking as requested
- Work with Fundraising and Sponsorship Coordinators as required
- Other duties as required and assigned

Qualifications and skills:

- Profound knowledge of rodeo including events, rules and operations
- Intermediate knowledge of accounting processes and reporting
- Strong ability to collaborate with Board, Members, Contractors, Vendors, Sponsors and Committees with capability to support multiple groups in a professional manner
- Competent user in Microsoft Teams, Excel, Word, QuickBooks and rodeo entry management
- Experience in website design and management
- Excellent interpersonal, written and oral communication skills
- Self-starter with a proactive and ambitious attitude; ability to work both independently and in a team setting

Please forward applications to craapplication@gmail.com by Feb 11, 2025

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.