



NDJHRD Secretary

NDJHRD Secretary – Now Hiring

The North Dakota Junior High Rodeo Division (NDJHRD) is accepting applications for a **part-time Secretary** position.

This position plays a key role in supporting the success of our junior high rodeo program through organization, communication, and coordination. Responsibilities include, but are not limited to:

- Maintaining membership records and databases
- Managing rodeo entries, draws, results, and standings
- Communicating with members, committees, and the national office
- Supporting rodeo operations and event preparation
- Maintaining website updates and postings
- Coordinating meetings and documenting minutes

We are seeking a candidate who demonstrates:

- Strong computer knowledge (Microsoft Word & Excel required)
- Excellent oral and written communication skills
- Creativity and attention to detail
- Strong organizational skills
- Self-motivation and ability to meet deadlines

Position Details:

- Part-time role with monthly compensation
- Travel required to junior high rodeos
- Additional compensation for mileage and technology support

The full job description can be viewed at www.ndjhrd.com.

Please send resume to: (Due date is May 4, 2026)

NDHSRA/ NDJHRD President

Dawn Martin

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Questions:: Dawn Martin 701-891-1785 or CJ Boldt 701-226-6621