

Saskatchewan Horse Federation – Technical Coordinator

Closes on: August 18, 2025

The Saskatchewan Horse Federation (SHF) is now accepting applications for the Technical Coordinator position. Reporting to the Executive Director, the Technical Coordinator will work closely with all Committee Chairs. This position is in Regina, SK.

The SHF is a non-profit provincial sport governing body, responsible for the oversight of equestrian sport in Saskatchewan, representing more than 3000 members and 120 clubs across the province. We are part of Sask Sport and Equestrian Canada.

SHF's mission is to deliver value to SHF members through initiatives in sport and other equine activities. We have two flagship competition streams, the Heritage Circuit and the Prairie Cup Series. These are administered through our office and are designed to follow athlete development pathways while adhering to high standards of safety, fair play and equine welfare.

The Technical Coordinator along with the Member Engagement Administrators support competition organizers, athletes, and SHF Committees to ensure the efficient operations of all aspects of these two circuits.

- To approve show applications and event permits.
- To send out show packages and ribbons.
- To receive show results and enter placings in the SHF database.
- To tabulate yearend results and order awards.
- To support the Heritage Provincial Finals.

The Technical Coordinator's primary role is the administration of the Participation and High Performance Programs and services for multi-disciplined equestrian sport. The Technical Coordinator will have responsibility and work with respective operational committees of the SHF in the areas of:

- Coach Development & Certification
- Officials Development & Certification
- Long Term Athlete Development
- Provide input to respective Committees on program development, growth & delivery from an operational standpoint

As well, the Technical Coordinator will:

- Attend SHF events and provide onsite program support as assigned.
- Assist with reporting for annual follow-up.
- Develop and maintain Standard Operating Procedures (SOP's) for position.
- Answer emails and phone as required.
- Other responsibilities as assigned at the discretion of the Executive Director/Office Manager commensurate with the skill set of the successful candidate.

Skills & Knowledge:

- Capable of putting aside any personal “vested” interest in a specific equestrian discipline, person or place.
- Exceptional attention to detail, reading, writing, presentation and public speaking skills.
- Self-starter who can work independently with minimal supervision and under their own direction in addition to being a team member.
- Capable of planning, implementing and following through on set initiatives to achieve desired results.
- Able to express ideas clearly and confidently.
- Maintains effective performance under pressure and in changing situations & environments.
- Skilled in Project Management, Office Suite, using databases, spreadsheets, internet, email etc.
- Knowledge in budget preparation and management.
- Cheerful presence, personality and positive people skills.

Duration: Full time – 37.5 hours/week

Location: Regina, SK

Compensation Package: starting at \$38,000 plus benefits

Please forward a detailed resume with three references by August 18, 2025 to:

SHF Technical Coordinator Competition

Saskatchewan Horse Federation

Linda Tiefenbach, President

shfpresident@saskhorse.ca

We thank all of those interested, but only those selected for an interview will be contacted.
(No phone calls please).