POSITION SUMMARY/OBJECTIVE:

The Virtual Rodeo Qualifier (VRQ) Data Entry Coordinator is responsible for researching and inputting the necessary information into the WCRA database. You will work under the direction of the VRQ Director and Manager, you will work under the direction of all VRQ protocols. You are a strong collaborator, able to work successfully in a team environment, understand how to pivot quickly within a rapidly changing business, and can support the team during dynamic growth and transition. The position requires a deep understanding of the evolving sport and event needs, along with having a strong knowledge of computer skills and the ability to take direction.

The VRQ Data Entry Coordinator is accountable to the VRQ Director and Manager to ensures every task is completed safely in accordance with company procedures with the objective of continuously improving our processes.

ESSENTIAL DUTIES & RESPONSIBILITIES:
Virtual Rodeo Qualifier Data Entry Coordinator:

- Lines of Business:
  - VRQ Event Data Entry
    - Researching and collecting information on all rodeo events including, but not limited to:
      - Professional Rodeos
      - Association Rodeos
      - WCRA Alliance Events
      - Youth Events
      - Jackpots
      - Etc.
    - Researching and collecting information on the events metric date including, but not limited to:
      - Event results and payout to determine VRQ Divisional Ranking
      - Date, time, location of the event
      - Producer/Sanctioning Body information
      - Time Zone of the event
      - Format type (i.e. multiple entry jackpot format vs. standard format)
      - Total number of competitors
      - VRQ Points Distribution
        - Weekly awarding points to all nominated events in the VRQ
        - Cleanup of App Adds
        - Overseeing all missing results/past events
      - VRQ Result Coordination
        - Athlete text messaging for missing results
        - Missing alliance results reports
        - Coordination of results email
      - Fraud Auditing
        - Daily nomination report reviews
        - Daysheet reviews
        - Resolving nomination errors
      - Alliance Verification Reports
      - Customer Support
        - Daily Welcome Emails
        - Duplicate Account Cleanup
        - Support Emails
        - Support Calls

- o Coupon Code Creation
- o Points Discrepancies
- o Forwarding emails to correct departments

KNOWLEDGE, SKILLS, & ABILITIES:

- 2+ years of experience in data entry and the rodeo with a successful track record of completing tasks
- Ability to handle sensitive situations with poise, tact and diplomacy
- Capacity to handle confidential information with absolute discretion
- Superior organizational skills that reflect an ability to perform and prioritize multiple tasks with outstanding attention to detail
- Ability to establish priorities and deadlines, to manage projects, and achieve objectives within those parameters
- A strong sense of urgency and ability to operate in a dynamic, entrepreneurial environment
- Willingness to work on the weekends when needed
- In College or Bachelor's degree in Business or a related field
- Need to be able to utilize their time and project management skills
- Extensive knowledge of Microsoft Excel, Outlook, PowerPoint and Word. Some positions may also include proficiency in other Microsoft Office applications

EDUCATION AND FORMAL TRAINING:

- In College or a BA or BS in business or related field preferred

YEARS OF EXPERIENCE: Check the appropriate box.				
Related work experience: Data Entry, Rodeo Savvy		0-1yr		5-10 yr
		1-2yr		8-10 yr
	X	2-5 yr		10+

WORKING CONDITIONS:

- Normal business hours Monday through Friday, 8:00 am – 5:00 pm and operates under a "Business Casual" dress guideline.
- Location: Fort Worth, TX in WCRA Office
- Extended and weekend hours to support event nominations and athlete needs, on call rotation.
- Hourly employee, benefits included.

I HAVE READ, UNDERSTAND AND ACCEPT THE FOREGOING DESCRIPTION AND RESPONSIBILITIES:

_____

Date

_____

[Signature]

_____

[Print Full Name]