



Career Opportunity: Club & Judge Coordinator

Guided by the belief that dogs make a difference by being the best partner a human can have in the field, on the job, or in a competition event, UKC is a community for people and dogs to pursue excellence together. Founded in 1898, UKC has been dedicated to enhancing the lives of Dogs That Do More™, and their owners, by providing essential resources to help owners and breeders make informed decisions. The dog-human bond is celebrated through family-friendly programs highlighting the instincts and heritage of purebred and mixed-breed dogs alike at over 18,000 licensed events annually.

We are recruiting a self-motivated and detail-oriented Club & Judge Coordinator to grow with us at UKC. In this fast-paced role, you would grow to handle all activities related to our event programs from developing club education to communicating with judge and club officials. This role is based in Kalamazoo, Michigan.

We are looking for a driven and detail-oriented team member who:

- Has familiarity with UKC events and sports, judging, club office involvement, or accomplishments with UKC
- Has proficiency with MS Outlook, Word, Excel, and Teams
- Has the ability to multi-task and manage time wisely in a fast-paced office environment
- Enjoys working independently and has a track record of exercising good judgement
- Has the ability to travel to events throughout the year

Your core responsibilities would be to:

- Maintain and foster growth in club and judge relationships with UKC
- Be point-of-contact for clubs and judges via inbound and outbound calls, emails, and online chats
- Facilitate process for approving new clubs and judges
- Evaluate and develop club and judge's education
- Travel to and represent UKC at major events throughout the United States
- Process event results

Our compensation and benefit offering to you:

- Company-supported medical, dental, vision, and life insurance programs
- Paid time off plus paid holidays at start
- 401(k) with company matched contributions
- Continuous training and development programs with opportunities for growth and advancement
- Salary for this position is commensurate with experience

If you love developing relationships and enjoy working in a fast-paced environment, we know you would love working on our team.

Dogs that do more.™

Please submit your resume to careers@ukcdogs.com.