



Job Listing: Secretary/Treasurer for the California Cowboys Professional Rodeo Association (CCPRA)

Submission Deadline: December 15, 2025

Compensation: Compensation levels will be determined based on experience.

The California Cowboys Professional Rodeo Association (CCPRA) is seeking a dedicated and detail-oriented individual to serve as our Secretary/Treasurer. This vital role supports the smooth operation of our association and ensures the success of our rodeos.

Key Responsibilities:

- **Membership Management:** Collect and maintain an up-to-date list of CCPRA members.
- **Points Reporting:** Maintain Year-End Points Reports and audit and post all CCPRA rodeo results.
- **Communication:** Serve as a liaison with CCPRA rodeo committees and respond promptly to mail, email, text, and calls from association members.
- **Digital Presence:** Manage CCPRA social media accounts and maintain the CCPRA website.
- **Online Entry Management:** Create long listings for each sanctioned CCPRA rodeo, collect online entries, create draws and judges' sheets, verify active membership, create payoff sheets, and prepare financial summaries for onsite secretaries.
- **Recordkeeping:** Keep the minutes and all other official reports and correspondence of the Association.
- **Financial Management:** Maintain accurate financial records using QuickBooks Online, issue and collect fines, and provide financial reports to the Board of Directors.
- **CCPRA Finals:** Assist in sponsorship collection, order awards, create advertising materials, manage the online ticketing portal, and coordinate with contract personnel.

Qualifications:

- Proficiency in QuickBooks Online and experience in financial management.
- Strong organizational and communication skills.
- Ability to manage multiple tasks efficiently.
- Familiarity with social media platforms and website maintenance.
- Experience in event coordination is a plus.

This role is crucial to the success of the CCPRA and offers a unique opportunity to be part of a dynamic team dedicated to promoting professional rodeo in California. If you are passionate about rodeo and possess the skills we are looking for, we encourage you to apply. Please submit a resume and cover letter to Terri Davis at info@ccpra.com by December 15, 2025.