**Job Announcement**

**Communication Manager**

**Equine Disease Communication Center**

The American Association of Equine Practitioners (AAEP) is seeking a Communication Manager for the Equine Disease Communication Center (EDCC). The EDCC works to protect horses and the horse industry from the threat of infectious diseases in North America. The communication system is designed to seek and report real-time information about disease outbreaks similar to how the Centers for Disease Control and Prevention (CDC) alerts the human population about diseases in people.

The EDCC Communication Manager will seek, receive, coordinate and communicate infectious disease information for industry consumers including horse owners, veterinarians, and state and federal animal health officials. The individual in this position is expected to have a basic understanding of horse husbandry as well as excellent communication skills. Candidates must be organized and committed to coordinating receiving, recording and the immediate transfer of information using a variety of communication systems including telephone, texting, email, Facebook, Twitter and the EDCC website <http://equinediseasecc.org/>. The individual in this position will help with documentation, message composition and reporting of information in coordination with the AAEP Infectious Disease Committee and AAEP staff.

**Communication Manager Duties:**

* Responds to inquiries about current equine infectious diseases and disease outbreaks
* Responds to inquiries by assembling, posting, and/or forwarding information to the EDCC website, horse owners, horse organizations, veterinarians and state and federal animal health officials
* Gathering and researching information for the EDCC website; including collaborating with AAEP members, the AAEP Infectious Disease Committee and industy stakeholders on resource tools, disease guidelines and EDCC presentations
* Verifying consumers understanding of information in alerts and one the website
* Documenting and keeping records of consumer inquiries and EDCC responses
* Maintains consumer confidence and protects operations by keeping information confidential
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks
* Secures information by maintaining the EDCC database
* Creates monthly and annual EDCC reports for the industry stakeholders
* Attend and represent the EDCC at stakeholder meetings as needed
* Contributes to team effort by completing related tasks as needed
* Some after hours and weekend coverage required

**Required skills and qualifications:**

* Excellent communication skills
  + Telephone
  + Writing composition
  + Interoffice communications
* Use of Microsoft Office
* Use of Email, Facebook, Twitter, Google forms and other Social Media Platforms
* Ability to receive and record accurate information
* Organizational skills
* Preferred BS/BA
* Preferred equine background

**Desired capabilities:**

* Experience with horses and the horse industry
* Basic knowledge of equine husbandry and diseases
* Knowledge of the horse industry organizations
* Previous experience with communication systems

**Details:**

This is a full-time, entry-level to 3 years of experience position funded annually by the equine industry.

This position is based at the AAEP’s International Headquarters located at the Kentucky Horse Park in Lexington, KY.

**Deadline:**

Please apply by May 24, 2019.

To apply for the position send a cover letter, a resume and the names and contact information of three individuals who can serve as references to AAEP:

Keith Kleine

Director of Industry Relations

AAEP

4033 Iron Works Parkway

Lexington, KY 40511

(859) 233-1968 (fax)

[kkleine@aaep.org](mailto:kkleine@aaep.org)