

The American Hanoverian Society
4067 Iron Works Parkway
Suite 1
Lexington, KY 40511
Office hours 9 - 5:00 Monday – Friday

Horse Services & Marketing Assistant

The Hanoverian Society (AHS) has an opening for a full-time Horse Services & Marketing Assistant. This position is responsible for transfers of horse ownership, the competition Awards Program, and coordination for the nation-wide Inspection Tour. Social media and website content management as well as general promotion of the Hanoverian and Rhineland breeds are required skills for this position. Must be an energetic professional with a passion for sport horses who enjoys working in a customer-service role. General administrative support functions also include answering phones, data entry, and other basic office work.

One of the most dynamic warmblood societies in North America, the American Hanoverian Society encompasses two distinct breed registries, Hanoverian and Rhineland. Both have a deep history of producing top-quality horses for equestrian sport and pleasure. From the amateur or junior rider to the top professionals competing on the world stage at the Olympics, Hanoverian and Rhineland horses are the breed of choice for many. Working at the American Hanoverian Society provides a fabulous opportunity for a motivated multi-tasking, self-starter with a passion for sport horse breeding and competition to be an integral part of continued legacy of these exceptional horses.

Key skills, knowledge, and experience

- Strong computer skills including proficiency in Microsoft Office, Google Workspace, and Adobe Acrobat
- Professional experience on social media platforms including Facebook & Instagram
- Experience with website content management through WordPress or similar platforms
- Familiarity with Constant Contact or similar e-newsletter management platform
- Basic experience in QuickBooks ideal but not required
- Excellent organizational and interpersonal skills
- Excellent communication skills
- Experience and passion for sport horses

Physical Demands:

- Ability to sit and concentrate for long periods of time
- Ability to lift 30 pounds

Work Schedule:

This position is full-time (*approximately 40 hours per week*) in the Lexington, KY office.

Reports Directly To:

Operations Manager

Compensation and Benefits:

Starting rate of \$15.00 per hour

Health Insurance

Simple IRA

Send resume to ahsoffice@hanoverian.org for consideration.