

Secretariat Center Program Coordinator

Summary:

The Program Coordinator assists the entire Secretariat Center staff in all equine care, facility upkeep and administrative efforts that involve horse adoption, intern and volunteer programs, and advocacy outreach. Ensuring Secretariat Center safety practices and standards are strictly adhered to for all individuals and equines. This position reports to the Executive Director but works closely with all Secretariat Center employees.

Responsibilities

Equine Operations and Program:

1. Works with staff on all aspects of equine care and reschooling efforts including feeding, stall cleaning, turnout, vet, chiropractor, farrier, stall/barn care, muck removal, grooming, handling, communications etc. in accordance with Secretariat Center program.
2. Work with staff to update health and equine management records including but not limited to:
 - Daily maintenance of feed charts, stall cards, etc.
 - Maintain detailed, timely and accurate reports of all horse care and have horses ready for scheduled horse care appointments (e.g., vets, farrier, dentist, etc.).
3. Participates in daily handling, grooming, care, feeding, turnout, stalls, and groundwork of horses in accordance with the principles and structure of the Secretariat Center.
4. Helps maintain all equipment (e.g., barn, stalls, arena, tack, blankets, saddle pads, etc.).
5. Assist with facility maintenance and/or barn chores and ensure equines and facility are maintained to high quality standards.
6. Follows all Secretariat Center barn policies and safety rules; helps implement a continuous improvement program (CIP) to ensure continued focus, development and improvement.
7. Assists in maintenance of adequate stock of all barn supplies (e.g., feed, hay, bedding, medical supplies, tack, etc.).
8. Barn help, including help for weekends, days off, and staff vacations, etc.
9. Other duties as assigned by the Executive Director or in conjunction with the Equine Program Director.

Equine Adoption Process:

1. Work with staff to coordinate all aspects of the adoption process
2. Help prepare all horses for departure (e.g., bathing, clipping, feed, halters, and records ready, etc.).
3. Responsible for cohesive marketing efforts of horses for social media, print media, etc.
4. Assist with the Secretariat Center website and update platforms as needed including photo, videos, etc of adoptable horses.

Community/Advocacy Outreach/Fundraising:

1. Assist with relevant Secretariat Center marketing efforts and activities including newsletters, sponsorships, donations, promotions, events, and fundraising efforts.
2. Maintaining the Secretariat Center website, and updating all social media platforms as directed.
3. Photographing/videoing or assisting with the photographing/videoing of all horses as well as Secretariat Center events and activities. Uploading to directed sites for promotional purposes.
4. Assist and support Secretariat Center at all public events (horse shows, demonstrations, trade booths, career fairs).
5. Online research about potential donor, sponsor, and in grant preparation as assigned by the Executive Director.
6. Running and maintaining the Track for Life Program.
7. Assist the intern and volunteer programs in collaboration with staff including orientation programs, job requirements and qualifications.
8. Achieve specific fundraising objectives and targets specific to this position as assigned.
9. Conduct/participate in tours of the Secretariat Center as needed.

10. Other duties as assigned.

Requirements:

1. Bachelor's Degree preferred
2. Basic equine experience and knowledge required
3. Flexibility to work varied schedule (e.g. weekends, and outside of typical business hours) as needed.
4. Must be able to lift 65 lbs. and able to work in cold/hot weather conditions
5. Computer and basic editing and social media platform knowledge required
6. Detail oriented, dedicated, highly organized and must enjoy working in a fast paced, environment

This is a full-time hourly position (\$13-\$17/hour) based on 40 hours/week (Tuesday-Saturday)

Competitive health benefits package, optional dental, and vision plans, paid vacation, etc.

The Secretariat Center is equal opportunity employer.

Please send cover letter, resume, and references by October 2, 2020 to:

executivedirector@secretariatcenter.org attention Program Coordinator Position