

Stable Grounds Administrative Assistant Position

Contact: Send letter of interest and/or resume to stablegroundsinc@gmail.com if interested by July 26,2024.

Job Description

<i>Primary Location</i>	Stable Grounds, Inc.
<i>Salary Range</i>	\$20.00 / Per Hour
<i>Shift Type</i>	3,0 Hours/Day - Part-Time

JOB GOALS: Provide administrative support to the managing director and serve as equine assistant as needed

ESSENTIAL FUNCTIONS: may include the following. Other duties may be assigned.

1. Schedule bus transportation for students and effectively communicate with the school and transportation offices
2. Efficiently and professionally complete office communication tasks
3. Complete billing and invoicing for mental health services provided
4. Compile and send donor tax receipts
5. Assist with creating social media communication and printed publicity materials
6. Schedule and assist with veterinarian appointments for equine staff
7. Inventory and order feed, bedding, and medication for equine staff
8. Assist in recruiting, training and scheduling volunteers
9. Participate in planning and executing the major fundraiser and provide tours and conversations with prospective donors
10. Grant writing and resource development when applicable

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Obtained a high school diploma/GED/HSE (or higher)
- Positive experiences with horses

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on the phone and before groups of people, students or parents.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Must be proficient in the use of computers for various office applications. Ability to type accurately. Employee must have positive experiences working with horses. Employee should also be able to use the machines, tools, equipment, and work aids that may be representative, but not all-inclusive, of those commonly associated with this type of work, i.e., adding machine, copy machine, calculator, tools, charts, forms, ledgers, schedules. Employee must maintain a positive relationship with other staff, students, board members and visitors.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell. The employee will be engaging with and caring for equine staff on a regular basis.

The employee must frequently lift and/or move up to 50 pounds, 75 pounds intermittently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors, other than when working with the equine staff in the stables, arena, and pastures, or doing routine errands.

TERMS OF EMPLOYMENT:

11 months

EVALUATION:

Employee's performance will be evaluated on an annual basis.

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