

Job Opening: Office Assistant

Organization: Legend Acres

Organizational Mission: Legend Acres provides superior Equine and pet care with full service boarding and training.

Position: Office Assistant

Location: Legend Acres

152 Hurricane Creek Road

Stewart, TN 37175

Job Description:

Summary

Legend Acres is seeking an experienced individual to fill the part-time role of Office Assistant. Legend Acres is a Boarding farm. The purpose of Legend Acres is to provide a full service Boarding and Training Facility. Offering , hands-on learning environment to interns and those participating in riding lessons, and horse ground work. The production aspect of Legend Acres is our Chicken and Guinea hatchery. Legend Acres is involved in may local and national organizations including the Dover Open Horse Shows and Horses4heros.

Requirements

- B.S. in Equine Management or seeking
- Driver's license
- Ability to lift 50-lbs regularly
- Good written and verbal communication skills
- Reliable communication via internet and phone
- Passion for animal and animal care
- Enthusiasm for educating beginning equine enthusiasts

Experience

- One year of farm experience or education, office experience

Desired (not required)

- Teaching experience
- Volunteer experience
- Special Needs Adults and Children experience

Job Description

Legend Acres role of Office Assistant include but limited to : Answering Phones, scheduling boarding appointments and tours, coordinate local events and clinics, client billing, payroll, and logging recites. Represent Legend Acres at Chamber meetings and local events. Charity Adoptions and coordinate adoptions events, schedule foster transport. CHA and Horses4Heroes grant writing and compliance. Boarding drop off and pick ups, customer relations. Assist with day to day farm operations

The goals for this position are to be a valuable team member to the Legend Acres

TIME REQUIREMENTS:

Minimum of 20 hours a week. Must be available for some weekends and weeknights. Non-paid vacation time available with prior submission. Will involve some weekend detail at local shows and events.

OTHER REQUIREMENTS:

- Cell phone communication
- Live locally
- Reliable transportation

· A valid driver's license is also required.

OTHER CONSIDERATIONS:

· Position may include some travel to farms and events throughout the year.

· Position may evolve as the capacity of the organization and staff grow.

COMPENSATION:

Compensation commensurate with experience. Starting at minimum wage. Pay raises to be evaluated. Non-paid vacation time. Work around school schedules. Free weekend Dog Boarding and Free Horse Boarding (one horse feed not included). Uniforms provided. Company vehicle provided for work travel.

TO APPLY:

To apply for this position, please send a resume, cover letter, and contact information for

2 - 3 references to:

Kristi Kay May at

LegendAcres@hotmail.com also fill out the online application at

http://www.legendacresboarding.com/employment_opportunities.html

Position open until filled.