



COROLLA WILD HORSE FUND I N C O R P O R A T E D

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Job Description

Program Coordinator – Part time

The mission of the Corolla Wild Horse Fund is to protect, preserve, and responsibly manage the herd of wild Colonial Spanish Mustangs roaming freely on the northernmost Currituck Outer Banks, and to promote the continued preservation of this land as a permanent sanctuary for horses defined as a cultural treasure by the state of North Carolina.

POSITION SUMMARY: The Program Coordinator will work collaboratively with the CWHF Director of Operations, and Herd Manager and report to the Executive Director. The Program Coordinator performs professional work through the planning, development, implementation, oversight and evaluation of new and existing programs in consultation with the Executive Director. This position will be part time (20 hours per week) for at least six months with the potential of becoming full-time. The hourly wage is \$17.00.

KEY DUTIES AND RESPONSIBILITIES:

1. Oversees the day-to-day operation of programs by ensuring the necessary facilities, equipment, and supplies are in place and program guidelines are followed. This includes but is not limited to the CWHF membership program; children's programs and activities; sanctuary patrol; volunteers; fundraising activities; adoption program.
2. Participates in the recruitment, selection, scheduling, and supervision of program volunteers.
3. Maintains any necessary financial records and adheres to program budgets.
4. Promotes public awareness of programs and creates support materials.
5. Assists with retail activities on an as needed basis.
6. Updating information and communicating it to webmaster of CWHF website.

KNOWLEDGE, ABILITIES, AND QUALIFICATIONS

1. Bachelor's degree.
2. Strong planning and project management skills.
3. Excellent verbal and written communication skills.
4. Public speaking and presentation skills.
5. Ability to work some evenings and weekends.
6. Writing, editing, and production of print materials.
7. Demonstrated ability to work in a fast paced environment.
8. Ability to multi-task.
9. Ability to work with all ages of the visiting public and residents.
10. Experience in using Microsoft Word, Publisher, Excel, and Powerpoint.
11. A valid driver's license is required.

DESIRABLE EXPERIENCE:

1. Experience with and in-depth knowledge of horses.
2. 3 – 5 years of nonprofit experience.
3. Experience with successful proposal development.
4. Experience with volunteer recruitment and supervision.

WORKING CONDITIONS:

1. Work is performed in both indoor and outdoor settings.
2. The Program Coordinator should be able to perform light work and move objects of up to 20 pounds.
3. If it is determined that the Program Coordinator possesses appropriate horse experience, he/she should have the physical ability to lead a small horse for periods not exceeding one hour intervals with rest breaks in between.
4. The Program Coordinator is not subject to adverse environmental conditions.
5. Both visual and aural acuity are required.
6. Some day or evening travel may be required.

The Corolla Wild Horse Fund is a 501 1 (c) 3 not for profit.
All contributions are tax deductible as IRS regulations allow.