



**COROLLA WILD HORSE FUND**  
INCORPORATED

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**Position Description**                      *Operations Coordinator*

**Organization**

Founded in 2001, the Corolla Wild Horse Fund's nonprofit mission is to protect, conserve, 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 designated as the State Horse and defined as a cultural treasure by the state of North Carolina.

**Position – Full time, salaried, exempt**

The Operations Coordinator reports to the COO and works collaboratively and supportively with all key management staff positions. The role of the Operations Coordinator provides administrative and staff support to the Fund's general organizational processes, delivers necessary organizational support in all areas, and is responsible for a variety of tasks contributing to the day-to-day operations of the Fund. Weekend and some evening work may be required at times.

**Responsibilities**

- Schedule and oversee Museum Greeter staff.
- Manage inventory stock of retail products; create purchase orders, communicate with vendors and CWHF Finance, receive stock and input into system; merchandise museum gift shop; fulfill online store orders.
- Coordinate retail inventory for scheduled farm events and operate remote store when necessary.
- Assist visitors in Museum store during high and shoulder seasons when necessary; be the primary retail person during the off season.
- Arrange monthly calendar schedule and communicate with Sanctuary Observer staff regarding their schedule.
- Supervise maintenance of vehicle fleet as point person for coordination of routine and unexpected upkeep.
- Manage Corolla facility effectively and advise landlord of any conditions that require attention.
- Handle ordering of all office, retail, and shipping supplies cost-effectively.

## Qualifications

- Commitment to the protection and preservation of wild horses.
- High School diploma with 1 to 3 years office experience.
- Post-secondary education in business, computers, or office management is an asset.
- Proficiency in Word, Excel, PowerPoint, and Outlook.
- Understands ethical behavior and business practices and ensures that own behavior is consistent with these standards and aligned with the values of the organization.
- Self-motivated, takes initiative, has ability to learn quickly.
- Professional appearance and demeanor.
- Ability to establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Excellent interpersonal and phone skills.
- Strong verbal and writing skills.
- Ability to anticipate, to understand, and to respond to the needs of visitors in order to meet or exceed their expectations within the organizational parameters.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- High comfort level working in a diverse environment.