



Volunteer and Administrative Coordinator

Pay Rate:	Commensurate with experience	Position Type:	<ul style="list-style-type: none"> Entry Level Full-time Average of 30-hr work week
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Cover Letter and Resume accepted by:

Fax or Email

Fax number: 910-875-4310
 Email Contact: Sierra@carolinahorsepark.com
 Sierra Simmerman
 CHP Programs Manager

Mail

Carolina Horse Park Foundation
 ATTN: Sierra Simmerman
 2814 Montrose Rd
 Raeford, NC 28376

Job Description

Carolina Horse Park Foundation is seeking an individual with a strong administrative background and interest in all aspects of nonprofit business operations. The position also provides candidates interested in a career in horse sports, customer service and volunteer program management the opportunity to work with an outstanding, highly successful management team.

Role and Responsibilities

1. Working with CHP Programs Manager on the oversight and execution of the Volunteer Coordination program
2. Bookkeeping data entry in QuickBooks
3. Data entry in the CHP donor management program
4. Oversight of the CHP membership and Cardskipper programs
5. Customer service
6. General administrative support

Qualifications and Education Requirements

- Associates or Bachelors Degree; or equivalent work experience
- Proven computer skills
- Strong organizational skills
- Bookkeeping experience (through work or extra-curricular activities)
- Flexibility to handle a variety of tasks
- Availability to work during competition weekends (with compensatory days off)

Preferred Skills

- Interest and experience in equestrian sports
- Experience with QuickBooks
- Motivated work ethic
- Quick learner and fast worker
- Motivated to advance in your career

Please visit www.carolinahorsepark.com for detailed program and facilities information.