

JOB DESCRIPTION



Position Title: Program Assistant – Equine
Reports to: Program Director-Equine
Location: Remote
Position Status: Part-time, exempt; 20 hours/week

This position is for a duration of one year; expected to be renewed contingent on continued grant support.

Principal Responsibilities

The Program Assistant is primarily responsible for:

- Aiding with new accreditation/verification applications for equine sanctuaries, rescue centers and rehabilitation centers in North America and internationally. Responsibilities include:
 - Responding to general program inquiries; guiding sanctuary groups through the required application, documents and process; following-up with groups after achievement of accredited/verified status.
 - Assist with three-year renewal certifications; request documents and information from groups.
 - Conduct site visits to new and renewing rescues, sanctuaries, and rehabilitation centers seeking GFAS certification, located in the United States.
 - Maintain up-to-date tracking of all applicants using available software e.g. ASANA and Dropbox.
- Carrying out the deliverables and responsibilities as outlined in grant proposals dedicated to the equine program.
 - Attend equine industry events to market the benefits of GFAS accreditation/verification and to promote GFAS's position as an advocate of equine adoption.
 - Assist with the creation of webinars focusing on increasing and streamlining adoptions, and highlighting GFAS equine groups performing adoptions.
- Attending weekly staff meetings, online or by phone.

- Using tools that staff rely on to stay connected including; asana.com, google sites, Dropbox, Salesforce and keep anti-virus software up to date on computer.
- Representing GFAS at meetings, conferences, and equine industry events as needed and appropriate; set-up and staffing of GFAS informational booths.

Other duties may include:

- Participating in staff tasks as requested, such as webinar, written policy/white papers, web content, refining processes and developing policies, especially as these tasks relate to accreditation/verification and grant proposals dedicated to the equine program.

Capabilities

- Commitment to GFAS's mission and vision
- Excellent interpersonal, written and verbal communication and organizational skills
- Adequate knowledge, educational background, and/or hands-on experience with husbandry practices, general welfare, and behavior for
- Ability to work independently including planning, organizing, and setting priorities
- Ability to work with diverse groups and individuals and interact diplomatically
- Willingness to participate in walking tours of equine facilities which may be 2-3 hours in length, and take place outside in various weather conditions

Compensation

As per agreed upon contract; commensurate with abilities and experience.
GFAS will reimburse agreed upon expenses based on company policy

To apply, send resume and cover letter to:

Valerie Taylor, Program Director-Equine
valerie@sanctuaryfederation.org

Direct general inquiries to:

Valerie Taylor, Program Director-Equine
valerie@sanctuaryfederation.org