PROGRAM & EVENT COORDINATOR

SALARY: $35,000+ annual starting salary, negotiable based on experience and skills.

JOB OBJECTIVE: Work closely with program and event director to assist in the management, organization and execution of Mustang Heritage Foundation programs and events.

ESSENTIAL DUTIES:

1. Provide coordination for Extreme Mustang Makeover, Trainer Incentive Program and other Foundation events and programs as requested, which may include but is not limited to assisting the event director with the following tasks:
   a. Establish and follow event planning timelines to ensure all event details are planned for, incorporated and executed;
   b. Process participant applications from submission through approval;
   c. Participant/competitor communication;
   d. Event facility coordination;
   e. Detailed record keeping and tracking of horses picked up, dropped out, competed and adopted;
   f. Follow event/program budget and track expenses accordingly;
   g. Communicate with BLM Office of Jurisdiction regarding horse updates and details/planning;
   h. Communicate with judges and contract staff as requested;
   i. Order awards, back numbers and other event necessities;
   j. Assist with event scheduling and logistics;
   k. Prepare participant packets;
   l. Inventory, prepare and pack event materials and supplies for shipping and/or hauling;
   m. Collect and organize trainer head shots and horse photos;
   n. Collect event program and stall card needs and information;
   o. Attend Foundation events as support staff;
   p. Participate in brainstorming and development;
   q. Other components as requested.

2. Provide daily support by taking/screening/directing telephone calls and relaying messages;
3. Respond to emails and phone calls from team members, program participants and the public in a professional, accurate and timely manner.
4. Travel approximately 10 times annually lasting 2-6 overnight days per trip.
5. Perform other duties as assigned.
QUALIFICATIONS/REQUIREMENTS:
• Must be 21 years of age or older;
• Graduation from an accredited four-year college or university;
• Relocation to Georgetown, Texas;
• Final hire to be completed following a background and reference check.

KNOWLEDGE, SKILLS AND ABILITIES:
• Good work ethic and positive attitude;
• Friendly, outgoing personality;
• Ability to participate in equine related conversation and have basic horse and/or western lifestyle knowledge. Experienced horseman not required, but must be comfortable around people and horses;
• Effective written and verbal communication, human relations and organizational skills;
• Skill in providing excellent customer service;
• Skill in operating a computer with word processing, database and Excel spreadsheet software;
• Ability to work under pressure and meet deadlines while maintaining attention to detail;
• Ability to exercise sound judgment and discretion;
• Ability to maintain the highest level of confidentiality;
• Ability to work cooperatively and effectively with diverse groups of people;
• Ability to plan, organize and work independently, as well as within a team environment; and
• Ability to adapt successfully and quickly to change.

*This position has the potential to grow and take on additional responsibilities and management positions.

2019 MHF Event Calendar

May 9-12th Extreme Mustang Makeover – Ocala, FL
June 19th-23rd Extreme Mustang Makeover – Lexington, KY
July 4-5th Fourth of July – Office Closed
August 3rd-4th Extreme Mustang Makeover Selection Auction – Fort Worth, TX
September 2nd Labor Day – Office Closed
November 8-10th Extreme Mustang Race – Glen Rose, TX
January 2020 TBD Extreme Mustang Makeover – Fort Worth, TX

*Travel to events is based on individual event and program responsibilities and event needs. Not all staff is required to attend every event.

INTERESTED APPLICANTS MUST SEND THEIR RÉSUMÉS TO:
randi@mustangheritagefoundation.org