

Office Administrator Position

Photo Credit: Kristin Dokoza

General Position Summary:

This is a full-time position at The Horse Park at Woodside (HPW), responsible for the day-to-day office operations, interfacing with visitors, members, staff, Board Members and supporting the Management team.

Hours for this position are 8:00 AM – 4:00 PM with flexible overtime availability needed. The job would be 5 days a week including the occasional weekend. Pay rate will be hourly and will range between \$30-\$40/hour based on experience. Medical benefits available.

Reporting Relationships:

The Office Administrator reports to and supports the Manager of Support Services while also working closely with HPW's Operation Manager, HPW's Executive Director, Board President and Board of Governors. In addition, the Office Administrator will oversee the Receptionist.

Primary Duties & Responsibilities:

Reception and Customer Interface

- Manage office - Ensure job objectives of office are being met or exceeded;
- Provide customer service-oriented reception services;
- Responsible for administrative work associated with members, exhibitors and other customers.

Administrative Support

- Keep track of memberships using member databases and prepare associated reports requested by Manager of Support Services, Operations Manager, Executive Director and Board;
- Keep boarding contracts, vaccination paperwork, stall charts and billing current;
- Provide other administrative support as requested by Manager of Support Services.

Support HPW Events, Shows and Clinics

- Provide administrative support to Manager of Support Services, Operations Manager, Executive Director and Board volunteers to ensure successful activities at HPW;
- Support special events at HPW, including members' party yearly.

Financial Input, Controls and Reporting

- Perform all Payroll functions;
- Input Accounts Payable & Accounts Receivable;
- Prepare checks as directed for Officers to sign and provide supporting documents;
- Prepare financial reports monthly and as requested;
- Support Manager of Support Services for yearly Audit;
- Support Manager of Support Services for yearly Budget;
- Maintain Employee records, Employee Handbook & act as Human Resources representative.

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Website and Public Relations Support

- Keep website up to date weekly or more often as directed by Manager of Support Services;
- Support efforts to publicize HPW events, activities, shows and clinics or other information to be disseminated;
- Support publicizing membership drives and other special functions.

Project and Board Support

- Fundraising - Support fundraising efforts of board, Executive Director and Development Manager
 - o Assist with creation of marketing & fundraising materials;
 - o Assist Development Manager and Board with fundraising projects;
 - o Input all donations in a timely manner, prepare associated letters, correspondence, emails and reports.
- Projects - Support special projects of Board, Manager of Support Services & Operations Manager
 - o Provide administrative support of projects as required;
 - o Provide administrative support to Board committees as agreed to by Manager of Support Services & Board

President.

- Committees – Support Board committee administrative work as required

Primary Qualifications:

Passion and commitment to The Horse Park at Woodside's goals and mission.

Two plus years of Executive support experience in a fast-paced environment.

Proficiency in QuickBooks and MS Office.

High level of attention to detail, with exceptional communication and time management skills.

Able to adapt and enjoy working in a continuously changing, evolving environment.

Proven professional experience dealing with sensitive/confidential information.

Willing to handle urgent issues that may arise outside normal business hours.

Excellent customer relations skills.

Send resume to katie@horsepark.org

The Horse Park at Woodside Mission Statement:

The Horse Park at Woodside is a nonprofit 501©3 that sits on 281 beautiful acres in the heart of the Bay Area. The Horse Park at Woodside provides opportunities for educational, recreational and competitive activities in a variety of equestrian disciplines that encourage the growth and development of youth and adults. Shows, clinics and special events in all equestrian disciplines are offered from April until October. The Horse Park at Woodside membership program offers many arenas, cross country courses, exercise track and many trails while also providing membership discounts to support educational programs such as the U.S. Pony Clubs and Young Riders. The Horse Park at Woodside offers boarding facilities, both pasture and stall boarding, providing a scarce resource to the local community. The Horse Park at Woodside is committed to thoughtful stewardship of the land, providing broad access to land appropriate to equestrian use, adding value in the community as well as other activities compatible with equestrian uses.