**Secretariat Center Facilities and Equine Manager**

**Summary:**

The Facilities and Equine Manager oversees the effective execution of the smooth and safe running of the barn including unsurpassed quality horse care; and ensures the facility is maintained in pristine condition. Ensuring Secretariat Center safety practices and standards are strictly adhered to for all individuals and equines. This position reports to the Equine Program Director.

**Responsibilities**

**Equine Operations:**

1. Manage the equine intake process including:
* Initial intake examination (shoes, shots, soundness); document for baseline reporting.
* Initial assessment, quarantine, and stabling, herd dynamics and care/feeding needs.
1. Oversee/execute all horse care needs including stalls, feeding, muck removal, handling, vet, chiropractor, farrier, etc.) in accordance with Secretariat Center standards.
2. Work with staff to update health and equine management records including but not limited to:
* Daily maintenance of feed charts, stall cards, etc.
* Maintain detailed, timely and accurate reports of all horse care and schedule all horse care appointments (e.g., vets, farrier, dentist, etc.).
* Support equine service provider during visits and maintain clear and accurate notes of procedures, findings and recommendations for Secretariat Center records.

**Equine Program:**

1. Oversee daily handling, grooming, and groundwork of horses.
2. Maintain all equipment (e.g., tack, blankets, saddle pads, grooming equipment etc.).
3. Oversee contracted workers to assist with facility maintenance and/or barn chores and ensure equines and facility are maintained to high quality standards.
4. Develop, implement and enforce all Secretariat Center barn policies and safety rules; implement a continuous improvement program (CIP) to ensure continued focus, development and improvement.

**Facility Management:**

1. Ensure adequate stock of all barn supplies (e.g., feed, hay, bedding, medical supplies, tack, etc.); maintain order records and verify corresponding invoices prior to payment.
2. Schedule of barn and training help, including help for weekends, days off, and staff vacations.
3. Assessment of equipment status and repair needs (automatic waters, fences, stall repair, painting, etc.); determine contract labor needs with Equine Program Director.

**Equine Adoption Process:**

1. Work with Equine Program Director to coordinate all aspects of the adoption process
* Prepare horses for prospective adopters.
* Prepare all horses for departure (e.g., bathing, clipping, feed, halters, and records ready, etc.).

**Community/Advocacy Outreach/Fundraising:**

1. Work to educate all incoming staff, interns, job shadows, students, co-ops, visitors on the safety and procedures of horse care and handling.
2. Assist with relevant Secretariat Center marketing efforts and activities including newsletters, sponsorships, donations, promotions, events, and fundraising efforts.
3. Assist and support Secretariat Center at all public events (horse shows, demonstrations, trade booths, career fairs).
4. Further develop the staffing, intern and volunteer programs for barn and organization functions in collaboration with staff including orientation programs and job requirements and qualifications
5. Conduct/participate in tours of the Secretariat Center as needed. Keep the facilities “tour-ready” at all times.
6. Help determine new advocacy opportunities.
7. Other duties as assigned.
8. Daily communications to Equine Program Director of all relevant activity, issues and opportunities.

**Requirements:**

1. Bachelor’s Degree (preferred) plus 5 years equine industry experience
2. Proficient in Thoroughbred handling procedures
3. Bandaging skills and veterinary medical knowledge/experience.
4. Flexibility to work varied schedule (e.g. weekends, and outside of typical business hours) as needed.
5. Must be able to lift 65 lbs. and able to work in cold/hot weather conditions
6. Detail oriented, highly organized and must enjoy working in a fast paced, environment

This is a full-time position based on 40 hours/week compensation commensurate with experience. Competitive health benefits package, optional dental and vision plans, paid vacation, etc. The Secretariat Center is an equal opportunity employer.

Please send cover letter, resume, and references to info@secretariatcenter.org attention Equine and Facilities Specialist.  Incomplete applications will not be considered.