

## **ADMINISTRATIVE ASSISTANT/WEBSITE & SOCIAL MEDIA MANAGER**

The Kentucky Equine Management Internship (KEMI) program is seeking an Administrative Assistant/Website & Social Media Manager. This is a full-time, salaried, in-person position (offices at the Kentucky Horse Park). The primary duties include but are not limited to supporting the KEMI Coordinator with office-type tasks such as filing, maintaining email and mailing lists and generating the bi-annual newsletter. Additional duties will be to maintain the KEMI website and generate social media content across various sites. Some local travel and occasional night and weekend work will be required. Salary based on experience. Personal health insurance paid. Please address any inquiries and/or submit cover letter, resume and salary requirement to [info@kemi.org](mailto:info@kemi.org) before February 15, 2026.