

Blue Rider Stables Office Administrator

Job Description

Blue Rider Stables is searching for an experienced Office Administrator to manage day-to-day business operation, direct and execute marketing, promotion and communications, and steward the stables' financial resources, including helping with fundraising and resource development.

Founded in 1991, Blue Rider Stables, Inc. is a unique, non-profit stable providing holistic, therapeutic, bareback riding on rescued and rehabilitated equines. We serve more than 800 children and adults annually from the Berkshires and beyond.

Administrative Job Responsibilities

Job responsibilities include daily administrative duties, including but not limited to,

- open and closing the office daily
- respond to phone and email inquiries
- report and/or handle facility issues
- provide support for Barn Staff
- prepare information for monthly Board meetings
- manage donor database and communications
- lead marketing and PR efforts, including website, social media, advertising initiatives
- manage event and fundraising promotion
- assist with staff coordination and manage staff hours

Financial oversight duties are to:

- Manage and track barn income
- Produce invoices, monthly billing and make bank deposits
- Assist accountant with reconciliation
- Manage credit card and other expenses
- Prepare tax documents required for tax preparation by accountant

The job requires strong interpersonal skills, proven written and oral communication skills, understanding of operations, regulations and functioning of

Not For Profit organizations and solid organizational abilities, including budgeting, planning, and task facilitation.

Proficiency in Microsoft Office systems, Outlook, QuickBooks, Adobe, database management programs, Constant Contact, website maintenance are required.

Please email resume and cover letter to jkadison@bluerider.org.