



The Horse Park is seeking an experienced and skilled individual to join our team as a full time **Administrative Assistant**. This person will work in collaboration with the Executive Director and Operations Manager as well as other staff to ensure customer satisfaction, effective administration, and organization of park materials.

The Organization

The Horse Park is a public-private partnership that hosts and produces equestrian shows, clinics, camps and related activities in a wide range of English and Western disciplines. The Park has been in operation for 12 years and grown to attract some of the largest shows in the Pacific Northwest with over 30,000 visitors a season. It currently consists of 4 outdoor arenas, a 200 x 360 covered arena, cross country and trail obstacle courses, 400 owned stalls and 45 RV hooks-ups. The Park occupies 112 acres of beautiful woodlands located in Cle Elum, WA, an area noted as a gateway to abundant recreational opportunities. In addition to its unique setting and central location, the Park is known for its horse-friendly, safe facilities and knowledgeable event management.

The Position

This is a year-round, hourly-paid position starting at \$25/hour. Work weeks will average 35 hours but vary depending on activities/demands. Occasional weekend work is required and the workload is higher in the spring/summer/fall seasons. Winter affords some work from home opportunity and vacation time. This “computer-savvy” position requires very strong skills using a range of software products and in managing digital and physical records. This person also interacts significantly with staff, event attendees, event managers and others in person, by phone and email/text. The Park staff work together as a team to achieve overall goals and create wonderful experiences for horse enthusiasts visiting our facility. It’s important the person in this role be a strong team player and have a community mindset. Some work might involve helping to coordinating task lists, produce materials, organize files, write letters, etc.

Job Requirements:

- Strong skills using the Microsoft Office suite (Word, Excel, Powerpoint).
- Can produce various management reports and maintain well-organized digital files that are easily recognized and utilized.
- Exercises very good communication skills including a positive demeanor verbally and in writing.
- Demonstrate a strong customer service orientation and work collaboratively within a team environment. Build and maintain constructive relationships with Park staff, visitors, show organizers and vendors.
- Demonstrate strong problem solving capabilities to overcome roadblocks and find alternative solutions (use internet search, reach out to others as appropriate for input, etc.).
- Work independently with minimal direction to prioritize work and simultaneously manage multiple responsibilities at times under pressure of tight deadlines.
- Extremely organized and detail oriented to help record and maintain structure and organization for all things in the office.
- Help develop and implement methods to promote the Park with various audiences to raise awareness and support.
- High School diploma or GED plus at least three (3) years of experience performing similar duties and responsibilities in a business environment.

To Be Considered

Please submit a resume and cover letter addressed to director@wahorsepark.org. We plan to fill this position as soon as possible.