



THERAPEUTIC RIDING INSTITUTE

Job Description: Office Coordinator

Position Title: Part-Time Program & Office Coordinator

Reports to: Program Director

Company: Therapeutic Riding Institute (TRI)

Location: Spring Valley, Ohio

Employment Type: Part-Time (Approximately 15-25 hours per week; flexible schedule)

Position Summary

TRI is seeking a proactive, detail-oriented self-starter to serve as **Part-Time Office Coordinator**. This position will oversee daily office operations and provide essential administrative support. Reporting to the Program Director (PD), this role will divide its time assisting the Executive Director (E.D.), Director of Development (DD), Volunteer Manager (VM), Equine Manager (EM), PD. The ideal candidate will be a collaborative team player with strong organizational skills, capable of prioritizing tasks efficiently, maintaining a welcoming office environment, and offering high-quality customer service.

Hours can be flexible but must be clearly communicated so the team knows when to expect you in the office. Additionally, some tasks may be seasonal, based on the calendar of programs and events, and may require evening or weekend availability for special events.

Key Responsibilities

1. Administrative Support

- **Grant & Documentation Management:** File all grant paperwork into Google Drive and Salesforce and assist Director of Development with managing grant calendar.
- **Correspondence & Communication:** Greet visitors, answer incoming calls, screen phone calls for tack donations and prospective lesson horses, and respond to basic inquiries or direct them to the appropriate

staff. Monitor emails from the Info account. Assist with scheduling of Social Media posts and monitoring social media channels.

- **Mail & Deliveries:** Retrieve and process incoming/outgoing mail and packages.
- **Recordkeeping:** Maintain and organize filing systems, databases, and office records.
- **Newsletter Preparation:** Collect information and format content for electronic newsletters (e.g., Stable Talk Newsletter); assist with layout and distribution.
- **Board & Committee Materials:** Assist with preparing documents for Board and committee meetings.

2. Office Management

- **Inventory & Supplies:** Keep stock of merchandise; reorder as needed. Reorder office/cleaning supplies when required to ensure the office remains well-stocked and functional.
- **Maintenance:** Coordinate any necessary office repairs or maintenance.
- **Organizational Upkeep:** Ensure the office is well-organized, clean, and conducive to productivity.

3. Data Management & Tracking

- **CRM & Software:** Update Salesforce with adaptive rider, volunteer, and donor information. Enter data into Wranglr software for scheduling/organizational needs.
- **Financials:** Assist with basic bookkeeping tasks, such as invoice tracking and purchase orders.
- **Forms & Spreadsheets:** Make copies, maintain training forms, and keep relevant spreadsheets up to date (e.g., volunteer info, lesson horses, etc.).

4. Communication & Team Support

- **Volunteer Coordination:** Send volunteer confirmation emails, assist with volunteer recruitment for summer camps, and help create/update volunteer and student name tags.
- **Daily Updates:** Provide daily board updates as needed for scheduling or program changes.

- **Collaboration:** Work closely with E.D., DD, VM, and PD to ensure seamless operations. Assist with event-related tasks that may fluctuate seasonally.

Qualifications & Requirements

- **Education:** High school diploma or GED required; associate or bachelor's degree in business administration or related field preferred.
- **Experience:** Proven experience in an administrative or office coordinator role; exposure to multi-department support and office management responsibilities. Familiarity with equine-assisted services is a plus.
- **Technical Skills:**
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) or Google Workspace.
 - Familiarity with Salesforce or similar CRM systems strongly preferred.
 - Experience with bookkeeping software (e.g., QuickBooks) is advantageous.
- **Communication:** Excellent written and verbal communication skills; a friendly and professional demeanor.
- **Organizational Skills:** Strong attention to detail, ability to multi-task, and effective time management-especially when juggling tasks across multiple supervisors.
- **Interpersonal Skills:** Customer-service oriented with the ability to interact professionally with staff, donors, volunteers, and community members.
- **Availability & Flexibility:** Able to work 20 hours per week with the ability to adjust as needed for seasonal events. Must be able to communicate schedule changes proactively.

Why Join TRI?

- **Flexible Work Environment:** Part-time hours with potential for growth or increased responsibilities.
- **Team Culture:** A collaborative and supportive team that values open communication and mutual respect.

- **Professional Development:** Opportunities for training, skill-building, and career advancement.
-

How to Apply

Interested candidates should submit the following to the attention of Samantha Ingersoll at Info@TRIOhio.org:

1. A current resume highlighting relevant experience.
2. A brief cover letter explaining interest in the position, availability, and how you will ensure clear communication of your schedule.

We look forward to hearing from you and exploring how your skills and experience can contribute to our dynamic team!

The Therapeutic Riding Institute is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. If you require accommodations during the application or interview process, please let us know.