



Intern Position: Organization Assistant

Schedule: Flexible; meets face to face as needed

Commitment: TBD

Reports to: Board Chairperson/Board Secretary

Location: TBD

Expectations and skills:

Hidden K Stables is in need of a dedicated intern to assist the organization with day to day office management type tasks.

Intern must be willing to accomplish a variety of tasks including document organization, organization management, research, planning, scheduling and managing donor relations. The ideal candidate would be proficient in MS Office products, willing to report to multiple members of the BOD, and willing to use their own vehicle run to organization related errands.

This candidate would work closely with the committee chairpersons and BOD members to document and create forms, waivers, and policy documents.

This candidate must be organized and able to identify areas of need within the organization with little direction.

HKS Rescue and Rehab Center is dedicated and committed to providing rescue service to horses that are found to be in need of healthcare, nutrition, and rehabilitation. HKS Rescue and Rehab is also committed to educating the public, especially the youth, about the responsibilities of horse management and care. HKS R&R strongly believes that education will prevent negligence and decrease the need for rescue. We want to change the lives and welfare of horses through education and rehabilitation.