



## **Join Our Team!**

### **Administrative Coordinator to the Board of Directors**

Are you a detail-oriented professional with a passion for Clydesdales? We are seeking an Administrative Coordinator to provide crucial support to our Board of Directors. As a key liaison, you'll play a pivotal role in maintaining positive relationships, optimizing schedules, and ensuring efficient communication within our Association. The position plays a crucial role in enhancing the Association's image, advocacy, and breed ambassadorship.

The Administrative Coordinator plays a vital role in supporting the Board of Directors. Key responsibilities include coordinating calendars, managing meeting minutes, updating the website, creating social media content, administering programs, coordinating events, overseeing the National Clydesdale Sale office, and liaising with event venues and vendors.

If you thrive in a dynamic environment and are passionate about Clydesdales, consider applying for this rewarding remote position with The Clydesdale Breeders of the USA!

The ideal candidate will work remote, on a contract basis, approximately 20 hours per week, with a \$15,000. compensation.

Interested parties should apply by forwarding their resume to the Clydesdale Breeders of the USA Secretary Treasurer.

Angie Borck  
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Application deadline is 6/7/24