

# **PENNSYLVANIA HORSE BREEDERS ASSOCIATION**

*An Equal Opportunity Employer*

## **Job Description:**

*Title: Executive Secretary  
Reports to: President and Board of Directors  
Supervision: Limited  
Location: Kennett Square, PA  
Classification: Regular, full time  
Schedule: 8:00 AM to 4:30 PM, Monday through Friday, some weekends as necessary  
Salary: Based on experience, review annually  
Benefits: 3 weeks paid vacation per year  
BC/BS with eye & dental riders  
Simplified Employee Pension, vested at 3 full years, 20% of base salary  
Probation Period: 6 month performance review*

## **Statement of Purpose & Responsibilities:**

*Managing and coordinating the various functions necessary to properly support Pennsylvania Horse Breeders Association in its role administering, developing and promoting the Pennsylvania Breeding Fund program and its membership while participating in Fund program related matters.*

*Coordinate all Communications materials from the Association to the general Membership and interested parties.*

*Participate and representation the Association in the PA Equine Coalition and other related government affairs activities.*

*Represent the Association before the State Racing Commission and the Department of Agriculture.*

*Function as PHBA Board liaison and manage all requests, and inquires from the general Membership.*

*Represent the Association and development spending plans for the Breeding Fund in conjunction with the PTHA and HBPA.*

## **Minimum Education Required:**

*Bachelor's Degree*

## **Specialized Knowledge Required:**

*Basic proficiency in MS-Word, MS-Excel, PowerPoint (Quick Books and database management preferred)*

*Excellent oral and written communications skills*

*Ability to work independently and handle multiple tasks simultaneously*

*Ability to maintain employee and member confidentiality*

*Familiarity with most aspects of the Thoroughbred industry*

## **Experience Required:**

*General experience in the Thoroughbred industry*

*FINAL - June 2014*