
PLACEMENT PROGRAM COORDINATOR



Background

We are Colorado Horse Rescue, a 501(c)(3) nonprofit organization working continuously to reimagine what is possible and create a reality where safe solutions exist for every horse. We are advocates and strategists. Thinkers and doers. A passionate team with full hearts, helping hands and the vision to rescue and rehome horses in Colorado and beyond. For more information about CHR's programs, services, and activities, visit www.chr.org.

Primary Role

The Placement Program Coordinator is a key part of the Placement Program that enables CHR to identify safe solutions for horses through foster homes and adoptions as well as promoting quality horsemanship within the organization. This role is a blend of hands-on and administrative responsibilities and requires an individual who is highly organized, technologically savvy, and has excellent communication skills.

Reporting to the Placement Program Manager, the Placement Program Coordinator is a vital member of the placement team who ensures that the program operates efficiently and meets its goals. This individual should be highly motivated to provide the best possible care for every horse who enters our gates and create more educated and responsible new human members of the equine community. This role serves all aspects of the placement program's primary goal: setting CHR horses up for success and helping them find quality, long-lasting homes that align with their needs.

Core Responsibilities

- Supports the Placement Program by reviewing adoption applications, communicating with potential adopters, and coordinating appointments
- Work closely with the Placement Program Manager to ensure all aspects of the placement program have the support needed to operate efficiently
- Assists in horse evaluations, primarily through groundwork-based assessments, assessing horses for safety on the ground (could also participate in appropriate riding horse evaluations if applicable)
- Help teach horsemanship and outline new learning opportunities for CHR volunteers who are a part of the Companion Connection Volunteer Program, pairing qualified volunteers with appropriate horses to set them up for success with things like catching, leading, grooming, and some groundwork
- Support training efforts for specific horses to prepare them for success in a new home
- Assist in program-specific marketing efforts
- Assist with any special projects as directed by the Placement Program Manager
- Identify areas of continued learning opportunities for yourself to promote personal growth and development

Common CHR Team Responsibilities

All CHR team members have these common responsibilities:

- Understand and incorporate CHR's mission, goals, and brand in all outreach.

- Effectively represent CHR to relevant partners and the community to increase awareness, referrals, and contributions.
- Serve as an advocate for CHR before stakeholders, partners, and the general public.
- Understand the current needs of CHR programs and seek to meet those needs by securing resources and partnerships with other agencies, nonprofits and community partners.

Requirements

A successful Placement Program Coordinator is curious, analytical, and logical while also enthusiastic and optimistic. This individual is passionately committed to Colorado Horse Rescue's goals, values, and mission.

- Excellent organizational and communication skills
- Ability to create strong interpersonal connections with individuals, building upon relationships with the goal of engaging placement families, donors, volunteers, and the community
- As a highly visible and often first-in-line individual to meet the community, the Placement Program Coordinator must be able to articulate CHR's message and mission and be comfortable communicating with people in and out of the organization
- Experience in most aspects of horse care, handling, and general horsemanship
- Strong skills working with horses on the ground and under saddle (advanced riding skills are a big plus but not a requirement)
- Savvy with Microsoft Office suite and a working knowledge of Airtable and/or management of informational/records management tools
- Bachelor's degree preferred

Salary and Benefits

The Placement Program Coordinator position is 40 hours a week. This is an exempt position with a calculated salary range of \$51,836 to \$56,799, commiserate with experience. CHR offers full-time employees health, dental, and vision insurance. We also encourage employees to participate in our matching simple IRA program. CHR's flexible vacation policy allows employees to take as much leave as they need. Employees need time to rest and enjoy themselves outside work. Eliminating the cap on this important personal time helps our effort to achieve high levels of team satisfaction and productivity.

Work Environment

Comfortable working in an office setting, touring the ranch, hosting interactions with horses, and working remotely through engaging in video conference communications. This position is potentially subject to animal bites, scratches, kicks, and unpredictable dangerous situations. The employee will interact with staff, consultants, and outside vendors, therefore he/she may be subjected to interruptions throughout the workday. The position will require flexibility to meet with current and prospective adopters early mornings, evenings, and weekends, as needed. Travel locally and regionally may be required.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The ability to walk, stand and host community members outside in all types of weather as well as the ability to sit for sustained periods of time. The vision requirement includes close vision.

EEO Statement

At Colorado Horse Rescue, we do not just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our services, and our community. CHR is proud to be an equal-opportunity workplace. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.