

**To Career-Minded Individuals Who Want More Than a Job...
Here's an Opportunity to work with a Non-Profit Organization
Where you are making a Difference!**

**Happy Trails Farm Animal Sanctuary
Assistant to the Founder/Executive Director**

Happy Trails Farm Animal Sanctuary is carefully expanding our staff to include several new key positions with our organization.

The position of Assistant to the Founder/Executive Director is going to provide a unique and exciting full-time employment opportunity for the right qualified candidate.

The job responsibilities will include assisting the Executive Director with public relations, marketing projects and research and development.

Qualified candidates will possess the following:

- The ability to represent the organization in a professional yet personal and friendly manner
- Be well versed on the computer and have excellent computer skills, including creating spread sheets, posting on social media, sending and receiving emails, and have the skills needed to learn new software and support programs
- A four year college degree in either business, administration, marketing, or a related-field, or the work experience equivalent of a college degree
- Be able to work with minimal supervision, have confidence in their work, and want a career with an organization where they have the opportunity to make a difference
- Have flexibility in the hours they are available to work
- The ability to understand and support the mission of Happy Trails Farm Animal Sanctuary
- Be able to work well with others including staff members and volunteers
- Have the skills needed to independently make informed and common-sense decisions in all aspect of the job responsibilities

Want to be challenged, learn new skills and apply your knowledge and expertise for the good of a non-profit organization?

How to Apply

Send your resume, cover letter, salary requirements, and three professional references to Human Resources, Happy Trails Farm Animal Sanctuary, 5623 New Milford Road, Ravenna, Ohio 44266, or email this information to humanresources@happytrailsfarm.org .

No phone calls or resume drop-offs please.