



TEMPLE GRANDIN EQUINE CENTER COLORADO STATE UNIVERSITY

INTERNSHIP TITLE: Administration and Marketing in Equine Assisted Services Setting

JOB DESCRIPTION:

Under the direction and guidance of the Coordinator for the Temple Grandin Equine Center (the “Coordinator”), the intern will learn about administration and marketing in an Equine Assisted Services setting for Colorado State University’s TGEC’s program located at the Spur Campus in Denver (the “Program”). This is an unpaid internship for 6 Credit hours. It will last for 14 weeks, 20 hours per week. Housing is available on-site. The intern will work with the Coordinator to build learning objectives specific to their needs prior to beginning the semester.

Responsibilities in general:

- Assist in planning and coordination of Program and its activities.
- Assist in implementation of policies and practices.
- Assist in maintaining budget and track expenditures and transactions.
- Assist in communications with media and social media.
- Assist in managing relationships with vendors, contractors, staff, volunteers, and participants.
- Assist in building positive relations with team and external parties.
- Assist with scheduling and hosting meetings and events.
- Assist in keeping updated records, reports, and proposals.
- Assist in supporting growth and program development.

Operations:

- Posting on social media.
- Recruiting providers, clients, and volunteers.
- Scheduling providers.
- Scheduling and recording horse use hours.
- Assist in scheduling volunteers for demonstrations to public and for daily appointments.
- Communicate with families, providers, and Equine Manager regarding schedules.
- Assist in recruiting and training volunteers.

Qualifications and Skills:

- Good written and verbal communication skills.
- Proficient in posting on various types of social media.
- Good time management skills.
- Proficient in Word and Excel.

For more information and/or to apply, please send resume to: templegrandinequinecenter@colostate.edu