

New Beginnings Therapeutic Riding, Inc.

600 B Bill Ferguson Rd Bowling Green, KY 42101

Phone: 270.777.3600

Website: www.nbtr-bg.org



Internship (Non-Paid) Description:

The intern works closely with all Directors of New Beginnings Therapeutic Riding as it relates to the organization's mission and goals but will report to the Executive Director. NBTR is dedicated to serving individuals with disabilities (behavioral, emotional, mental and physical) and enhancing their lives using the power of horses. Our goal is to strengthen the minds, bodies and souls of individuals by providing a recreational outlet that has therapeutic benefits. The responsibility of riding and caring for a horse will encourage self-esteem, confidence and coordination. The aim of our program is to see positive changes in the riders physically, emotionally and spiritually.

Date of Placement:

Immediately

Available 10-20 hours per week

Preferred Qualifications:

- Must supply their own transportation
- Exhibit interest in non-profit organizations, the business field, and/or community outreach programs.
- Experience working in an office environment
- Organizational skills
- Ability to manage multiple tasks
- Detail oriented
- Self-motivated
- Excellent communication skills
- Time management competence
- Team player
- Moderate computer skills in Microsoft Office (Word, Excel and Access) and Social Media
- First Aid/CPR Certified (preferable but not mandatory)
- Willing to work with different personalities and able to handle constructive criticism
- NO horse experience needed

Primary Responsibility (but not limited to):

- Assist with day-to-day operations.
- Assist with data entry (mailing lists, information database, name badges, time sheet and sign in book)
- Assist in coordination, implementation, marketing, advertising (via mass and social media) and evaluation of fundraising events, workshops, and programs.
- Assist in recruiting and identifying: sponsors, donors, and grant resources.
- Assist in creating and implementing marketing plans, fundraisers, and strategic plans.
- Assist in recruiting volunteers for special events.
- Assist in flow and coordination of classes and barn so they are running smoothly and orderly.
- Assist with preparation of information packets, brochures, various mailings, newsletter and promotional/marketing material.
- Represent NBTR to all groups and organizations that want to learn more about the program.
- Over see that all Thank You notes are completed to all donors and sponsors.

Additional Responsibilities include:

Public Relations, Answering and Directing Phone Calls

What Will You Gain:

- Enhanced project management skills
- Networking skills
- Marketing Skills
- Non-Profit Experience