

Qualifications

- Strong editing and writing skills.
- Basic computer skills including knowledge of Excel, Publisher and Word.
- Gain knowledge of the many programs offered by the SBOANJ.
- Be able to work independently.

Specific jobs include but are not limited to:

- Staking
- Record keeper for stallion registration and mares bred reports.
- Create election brochures and spearhead election mailings.
- Data entry for breeder awards and NJ sired payouts
- Data entry for resident mare awards
- Attend BOD meetings, take notes, write minutes.
- Maintain correspondence files.
- Membership mailings and data entry

Benefits include:

- Health insurance
- 401k
- Paid vacation

Salary based on experience.

Please send your resume to Al Ochsner at the SBOANJ Office 64 Business Route 33 Manalapan, NJ 07726.