



TOBA Seeking Temporary Part-Time Administrative & Customer Service Specialist

POSITION TITLE: Administrative & Customer Service Specialist

CLASSIFICATION: Temporary Part-Time

DURATION: August 15 – September 16

COMPENSATION: \$12/hour (15 hours/week)

LOCATION: Lexington, KY

COMPANY BACKGROUND: TOBA is a non-profit 501(c)(6) national organization for Thoroughbred owners and breeders with a membership including owners, breeders, trainers, veterinarians, bloodstock agents, consignors, breeding farms, state Thoroughbred associations, and more. TOBA's mission is to improve the economics, integrity, and pleasure of the sport on behalf of Thoroughbred owners and breeders. Programs managed by TOBA include the American Graded Stakes Committee and the Claiming Crown.

JOB DESCRIPTION: TOBA is looking for a reliable and detail-oriented administrative & customer Service specialist to support our membership and marketing departments. This position is a combination of marketing/communications and event planning as well as daily office tasks. This position provides an opportunity to explore career opportunities within the business side of the Thoroughbred industry, as well as network with other industry leaders. *Note – this job is open to anyone seeking part-time temporary work that meets the job description and requirements. If a college student applies and is looking for an internship to obtain college credit, TOBA is flexible and willing to provide any necessary criteria to meet college requirements, given the student provides information on the requirements (letters needed, meet certain learning requirements, etc.)*

RESPONSIBILITIES:

- Assist in various aspects of event planning for TOBA's clinics and upcoming awards dinner, such as correspondence with speakers and attendees, promotion/marketing.
- Assist in marketing duties, such as production of weekly print ads, monthly eNewsletter, press releases, social media campaigns, etc.
- Assist in production of TOBA's publications, including correspondence with potential and committed advertisers, as well as reviewing and editing proofs
- Assist in membership duties, such as correspondence with current members and solicitation of prospective members
- Assist in other daily administrative tasks to support both departments

REQUIREMENTS:

- Undergraduate degree *OR* student obtaining undergraduate degree with a GPA of 3.0 or higher
- Experience in the Thoroughbred industry not necessary, but interest in the equine or Thoroughbred industry is preferred
- Excellent verbal and written communication skills
- Strong organizational skills
- Professional demeanor
- Proficiency with Microsoft platforms including Word, Excel, PowerPoint, and Outlook
- Adobe Creative Suite experience is a plus

DEADLINE FOR APPLICATION: August 1, 2022

EMAIL APPLICATION AND RESUME TO: samantha@toba.org



THOROUGHBRED OWNERS AND BREEDERS ASSOCIATION

JOB APPLICATION

Please fill out all the fields below. Email completed application and resume to samantha@toba.org by August 1, 2022.

Applicant Information

Applicant Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Email Address: _____

Employment Position

Position applying for: Administrative & Customer Service Specialist

Are you able to begin on August 15? Yes No

How did you hear about this position? _____

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Why are you interested in this position?

Do you have experience in the equine or horse racing industry? Yes No

Do you have experience as an administrative assistant or in customer service? Yes No

Education and Training

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

****If you are currently enrolled in college/university please answer the following:***

What year are you currently entering in your degree? (ex: junior, senior, etc.) _____

What is your current CUMULATIVE GPA? _____ Last Semester GPA _____

What major are you studying? _____

Do you need an internship for college credit?* _____

**If yes will you be willing/able to provide the college's guidelines OR professor/college contact, so we can help this position meet criteria for you to obtain credit through your college? _____*



THOROUGHBRED OWNERS AND BREEDERS ASSOCIATION

Previous Employment

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

References:

Name: _____ Relationship: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Phone: _____ Email: _____

Applicant Signature: _____ Date: _____