A Volunteer Project and Procurement Coordinator for Equine Rescue and Adoption Foundation is needed to provide coordination skills including, planning, executing and monitoring projects in order to meet the goals of the project while controlling budget, scope and timeline. Additionally to assist with sourcing and purchasing the materials, supplies and equipment. This position reports to the Board President and will volunteer approximately 8-10 hours per week.

The project duties vary from project to project, however, the concept of project management remains the same. The responsibilities are as follows:

- Guiding the project from concept to completion
- Organize and plan project tasks, assignments, schedules and budget
- Coordinating projects with staff, volunteers, contractors
- Assigning tasks to the appropriate volunteers, contractors
- Keep the project team focused, adherence to schedules and on the end goal
- Ability to effectively coordinate all aspects of the project
- Problem solving in the most appropriate, efficient and effective manner
- Assuring the project is completed at the highest standard
- Communicate project status with BOD on a regular basis until completion

The procurement duties are:

- Developing sound, cost-effective strategies for the purchasing of materials, supplies and equipment
- Maintaining relationships with suppliers while continually scouting for additional vendors
- Evaluating spending operations while seeking ways to improve and enhance the quality of products purchased and the timeliness of deliveries
- Communicating with the Barn Manager and the Board of Directors regularly regarding the cost of materials, supplies and equipment
- Conducting cost analyses and setting benchmarks for improvement
- Working closely with the BOD and legal representation to make sure contracts and terms are favorable