

Facilities Coordinator

Freedom Farms

Creston, CA

Job details

Salary: Based on experience

Job Type: Part-time

Location: Creston, CA

In Defense of Animals is seeking a Facilities Coordinator for our new sanctuary, Freedom Farms. We are a beautiful and growing sanctuary located in Creston, California where humans and animals live in harmony. We are looking for an enthusiastic person who is eager to grow personally and professionally together with us!

Key Responsibilities include:

- Monitoring ranch day-to-day operations (purchasing and expenses) and inventory of supplies, resources
- Knowledge in construction or building maintenance and restoration
- Contributing to ranch marketing efforts with IDA Team to cultivate ongoing interest & events at the facility by supplying photos, video, and written information, and responding to staff questions.
- Recruit, supervise and retain other ranch staff (i.e., ranch hands, volunteers) and train them on animal care protocols and best practices
- Understand ranch operations and implement efficiencies to streamline daily operations.
- Ability to record footage/take pictures of facility/animals for social media
- Maintain relationships and be a key point person for rentals of the Main House and work with Programs/Events Coordinator
- Maintain cleanliness, integrity and appearance of ranch property.
- Efficiently executes special projects designated by the Leadership Team as needed.
- Ability to coordinate aspects of animal care with Animal Care Specialist at the sanctuary, including feeding, watering, grooming, health checks, veterinary visits
- Help maintain accurate animal records, for example, of intake, diet, veterinary care
- Act as a backup to the Animal Care Specialist when needed
- Join interdepartmental meetings as requested

- Monitor and evaluate the condition of facilities, equipment
- Plan and execute maintenance, repair
- Establish and maintain relationships with donors, sponsors
- Participate in outreach activities such as tours, events
- Educate visitors about farmed animal issues, advocacy, and vegan lifestyle choices
- Other duties as assigned to advance Freedom Farm's goals

Skills required:

- Prior experience working with farmed animals at a sanctuary or ranch
- Working knowledge of Google suite, including Sheets
- Familiarity with off grid systems
- Strong interpersonal, oral and written communications skills
- Must love being active and outdoors and love cows, horses, and other animals
- Familiar with vegan values and lifestyle choices
- Proficiency in operating ranch equipment
- Ability to lift/push/pull up to 50 pounds

Bachelor's degree preferred

Knowledge of farmed animal behavior, nutrition a plus

Experience managing staff members or volunteers preferred

Candidates MUST live near our sanctuary in Creston, CA. This position does not live on-site at the sanctuary.

Benefits:

- Compensation: based on experience
- Vacation/sick days
- Other benefits may apply

We are looking for excellence in integrity, honesty and work ethic. The right applicant must have a solutions-based and willing attitude, be flexible and hard-working, have good communication skills and be organized and efficient with their time.

[More about Freedom Farms](#)

Benefits:

- Vacation/sick days

To Apply: Send resume to jane@idausa.org