



## **Seeking Director for the Companion Animal Euthanasia Training Academy**

The CAETA program is seeking to hire a full-time Academy Director. The Director will be tasked with managing the academy, both nationally in the US and internationally.

The Academy Director is responsible for overseeing day-to-day operations, supervising the academy's departments, activities, marketing, and employees. The Academy Director will work with the academy leadership personnel, aligning daily projects and networking with passion to achieve the vision. The core mission of the Director is to increase program awareness around the world. Experience within the veterinary industry is desired, but not required.

### **Tasks include, but not limited to:**

- Acquire sponsor partners
- Promote and arrange training programs
- Oversee all marketing efforts
- Financial oversight
- Team hiring, training and performance
- Management of CAETA departments
  - Education
  - Marketing
  - Corporate alignment
  - Sponsor partnerships
  - Accounting
  - Human resources

### **Valuable Traits of an Academy Director:**

- Organized with the ability to complete tasks on time with attention to detail
- Excellent communication skills and positive attitude
- Ability to troubleshoot and problem solve
- Management skills including, but not limited to, oversight of budget, bookkeeping, marketing and growth of program
- Familiarity with Microsoft and Google systems
- Independent and self-motivated with the ability to lead instructors, sponsors and students
- Marketing expertise (college-level study desirable)
- Self-starter and able to remain highly motivate working outside of an office environment

**Employment details**

Full-time employment

Eventual benefits (health insurance, retirement) – likely in 2022

\$50,000 a year to start; income grows as the Academy grows

One-week paid vacation after one year, up to one month paid vacation in future years

Flexible schedule

Travel

Candidates with a Bachelor's Degree in business, education, and/or 3 years' experience in small business administration are encouraged to apply. This position is hired as an employee. Those with understanding of the veterinary industry will be given added consideration. Approximately 40 hours/week, \$50,000/year with paid travel. Background checks included. Please send your compelling cover letter, resume and references to Stephanie Messick at [stephanie@caetainternational.com](mailto:stephanie@caetainternational.com). Include email subject line as 'Academy Director Resume: name'. We welcome your application and look forward to meeting you.