

Dakota County Agricultural Society

Job Description

Position Title: Fair Time Office Assistant

Accountable to: Office Manager

General Description

Assist in the day-to-day operations of the Dakota County Fair Office. Perform all work with limited supervision. Work includes a variety of administrative tasks. This is a part-time position for the summer months but could require you to work more hours and even up to full-time come July and August. It will include some weekends as well.

Duties and Responsibilities

These examples do not include all possible tasks in this job and do not limit the assignment of related tasks in this position.

- Making copies of documents as needed.
- Greeting visitors and customers.
- Answering phones and recording and delivering phone messages.
- Organizing and maintaining programs and organizational files.
- Sending and receiving emails
- Answering questions about the fair and fairgrounds.
- Updating the Dakota County Fair website
- Filing documents as needed
- Other duties as assigned by the Office Manager.
- Assist with social media accounts.

Knowledge/Skills/Ability

- Basic computer literacy skills.
- Organizational skills.
- Strategic planning and scheduling skills.
- Time-management skills.
- Verbal and written communication skills.
- Critical thinking skills.
- Quick-learning skills.
- Detail-oriented.

If you have any questions feel free to call the office manager at 651-463-6900 or email ksmith@dakotacountyfair.org