



**The Big Fresno Fair / 21st District Agricultural Association
Executive Administrative Assistant
Updated: May 19, 2026**

Job Title: Executive Administrative Assistant

Location: The Big Fresno Fairgrounds – Fresno, CA

Pay Rate: Starting at \$25.00 per hour, depending on qualifications and experience

Employment Type: Full-Time, Temporary (with potential for extension)

Schedule: Monday – Friday, 8:00 a.m. – 4:30 p.m. Hours will increase leading up to and during the 2026 Big Fresno Fair (October 7-18), which will include nights and weekends.

Position Summary:

The Big Fresno Fair is the 5th largest fair in California, welcoming more than 500,000 guests during its annual 12-day Fair each October and more than 1.3 million visitors annually through 250+ year-round events at the Fresno Fairgrounds.

The 21st District Agricultural Association/The Big Fresno Fair is seeking a highly organized, professional and detail-oriented Executive Administrative Assistant to support the CEO and leadership team in a fast-paced public events environment. This position plays a key role in coordinating executive operations, Board communications, meeting logistics, records management and day-to-day administrative functions for one of the Central Valley's largest entertainment and event venues.

The ideal candidate thrives in a dynamic environment, exercises professionalism and discretion, communicates effectively with a wide range of stakeholders and can successfully manage multiple priorities and deadlines.

Key Responsibilities:

- Provide executive-level administrative support to the CEO and leadership team.
- Manage and coordinate calendars, meetings, appointments and scheduling logistics.
- Prepare, organize and distribute Board agendas, minutes, reports, contracts, presentations and other official documents.
- Coordinate logistics and materials for monthly Board meetings and related committee meetings.
- Assist with Board correspondence and communication with Board Directors, staff, vendors and public agencies.
- Draft, proofread and format professional correspondence, reports and presentations.
- Maintain organized electronic and physical filing systems and records.
- Answer and direct phone calls, emails and visitor inquiries in a professional manner.
- Support office operations including data entry, document management and administrative projects.



- Assist with special events, Fair-time operations and additional administrative duties as assigned.
- Maintain confidentiality while handling sensitive information and executive communications.

Qualifications:

- High school diploma or equivalent required; Associate's or Bachelor's degree preferred.
- Minimum of three years of administrative support experience, preferably in executive support, public agency, event management or related environments.
- Strong organizational, multitasking and time-management skills with exceptional attention to detail.
- Excellent written and verbal communication skills with strong proofreading and professional correspondence abilities.
- Ability to prioritize assignments and adapt in a fast-paced, deadline-driven environment.
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint.
- Experience preparing meeting agendas, minutes and official documents preferred.
- Ability to exercise professionalism, discretion and confidentiality in handling sensitive information.
- Strong interpersonal skills and ability to work collaboratively with staff, Board members, vendors and community stakeholders.
- Bilingual (English/Spanish) candidates are strongly encouraged to apply.

Preferred Experience

- Experience supporting executives, boards or commissions.
- Experience working in public sector, nonprofit, entertainment, fairgrounds or event environments.
- Familiarity with Badgley Keene and Brown Act meeting preparation and public meeting processes is a plus.

Direct Report:

- This position directly reports to CEO.

Compensation:

- Hourly position starting at \$25.00 per hour; final compensation dependent on qualifications and experience.
- Additional hours, including evenings and weekends, may be required during peak event periods and Fair operations.
- PST (Part-Time, Seasonal and Temporary) retirement contributions are required and may be eligible for reimbursement upon separation from state service.

How to Apply

To apply, please email your cover letter and resume to jobs@fresnofair.com. The interview process will include a skills assessment to evaluate candidate qualifications and abilities.