

Latah County Fair

2026 Office Assistant & Customer Service Specialist

The Fairgrounds is seeking an Office Assistant and Customer Service Specialist for Fair.

Be ready for a fast-paced and fun month! This person must be self-motivated, able to work independently and follow instructions by Fairgrounds Staff. They must be comfortable staffing the Fair Office alone for extended periods of time and handling cash.

September 14 to 23, 2026 Seventy-Two Hours over the nine days \$1080.00

This position will report to the Fairgrounds Director.

Duties include, but are not limited to:

- Greeting Fairgoers
- Answering Questions about Fair 2026 in person and on the phone
- Correctly Entering Ribbon/Awards into database
- Managing Payout of Fair Premiums
- Assisting the Social Media and Marketing Position
- Helping with other Fair Events
- Checking static exhibits during check in and load out

Proposed Schedule:

- Monday, Sept. 14th 12pm to 6pm
- Tuesday, Sept. 15th 12pm to 6pm
- Wednesday, Sept. 16th 10am to 5pm
- Thursday, Sept. 17th 11am to 7pm
- Friday, Sept. 18th 11am to 7pm
- Saturday, Sept. 19th 11am to 7pm
- Sunday, Sept. 20th 11am to 7pm
- Monday, Sept. 21st 8am to 3pm
- Tuesday, Sept. 22nd 8am to 3pm
- Wednesday, Sept. 23rd 8am to 3pm

To Apply: Contact the Fair Office with a current resume and contact information.