



## RED RIVER VALLEY FAIR ASSOCIATION JOB DESCRIPTION

**Job Title:** Executive Administrative Assistant

**Reports To:** CFO

Our Administrative Assistant is the first point of contact at the Red River Valley Fair Association whether in person for walk in customers or on the phone. It is very important that this person is outgoing, polite and a people person with a willingness to learn and help others. You will be responsible for supporting our CEO and Executive team by creating correspondence, project management, report analysis and logistical planning. Our ideal candidate should be a self-starter, have strong attention to detail, ability to multitask and prioritize and demonstrate strong communication skills.

### **Duties and Responsibilities**

- **Front Office:** Be the face of the Fair. Welcome walk-in customers and be the first person to answer the phones and maintain office supply inventory.
- **CEO:** Manage schedule for the CEO, book travel, assist with internal and external correspondence. Perform project research and report findings to the CEO.
- **Winter Storage:** Maintain customer database, schedule automatic email notices, print contracts and maintain storage maps.
- **Social Media:** Assist with the Social Media campaign for all events held at the Fair.
- **Ticket Sales:** Work directly with customers to sell tickets to all events at the Fair.
- **Volunteers:** Work directly with the COO and the Special Events Coordinator in obtaining volunteers for events, scheduling volunteers, and directing them upon arrival.
- **Entries:** Assist staff and superintendents with fair entries. Input entries and maintain the database on a regular basis.
- **Record Keeping:** Implement and maintain various record keeping systems. i.e. supplies, prizes, ribbons etc. for events.
- **Board of Directors:** Maintain records of volunteer hours and meeting attendance. Attend monthly board meetings and prepare minutes.
- **Fair:** Order staff and board of director clothing.
- **Big Iron Farm Show:** Works with the Big Iron Coordinator in updating the database, website and volunteers for the event.
- Perform other duties as assigned.



## **Qualifications**

### **Essential**

- \* Advanced Microsoft Office skills (Word, Excel, Powerpoint, Publisher, etc).
- \* Excellent:
  - Written communication skills.
  - Organizational skills, ability to prioritize and have great attention to detail.
  - Verbal communication skills.
  - Public/customer relation skills.
- \* Ability to effectively present information and respond to questions from board members, clients, customers and the general public.
- \* Experience performing general office functions (typing, filing, collating, copying etc.)
- \* Must be able to stand and walk for extra lengths of time.
- \* Ability to perform essential duties efficiently and accurately.

### **Benefits:**

This position is fully benefitted position. Fully paid individual healthcare/dental/vision, long and short-term disability. Two weeks of paid vacation plus paid winter shutdown from Christmas Eve through New Year's Day, 6 paid holidays. A more intensive list of benefits available upon interview.

### **Hours:**

- 40 hours per week. 8:00 am – 4:30 pm with a 30 minute lunch break to be coordinated with other Office Personnel.
  - Evenings and weekend hours are required at some events scheduled at the Fairgrounds. (Fair, PGI, Big Iron). There are vacation blackout periods.