



## **OFFICE COORDINATOR**

### **GENERAL STATEMENT OF DUTIES**

- Performs a variety of tasks relating to facility rentals, admissions/ticketing and office management for the Kootenai County Fairgrounds and North Idaho State Fair & Gem State Stampede.

### **SUPERVISION**

- Works under the supervision of the General Manager.
- Supervises seasonal support staff and contractors.

### **DISTINGUISHING FEATURES**

- Full-time, exempt position. May be required to work long or extended hours at certain times, primarily during the Fair and large events.

### **EXAMPLES OF DUTIES**

*The following are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Management reserves the right to modify or change the duties or essential functions of the job at any time.*

#### ***Office Management (30%)***

- First point of contact for all clients at the Kootenai County Fairgrounds.
- Maintains and updates website and reader boards.
- Processes incoming payments and prepares bank deposits.
- Oversee all aspects of the arena box office program including layout, setup in the Etix sales program and fulfillment prior to and during the Fair.
- Orchestrate off-site ticket sales at gas station outlets and special events.
- Supervise and train front office staff and main Fair information booth workers.

#### ***Fair Foundation (40%)***

- Serve as a liaison for the North Idaho Fair & Rodeo Foundation and attend all Foundation Board Meetings.
- Oversee all administrative procedures for the scholarship program, annual campaigns, the Cowboy Ball, Chicks n Chaps and any new concepts.
- Track and send acknowledgements for all donations in a timely fashion.
- Serve as the main liaison for the Foundation's key events including the Cowboy Ball, Chicks n' Chaps and all new event concepts.
- Help maintain the Foundations website and social media.

#### ***Facility Rentals (30%)***

- First point of contact with clients to determine the right space based on the event.
- Provide facility tours, answer questions and offer add-on amenities for potential clients.
- Generate building rental contract and event information forms.
- Communicate event needs to onsite facility staff for setup, equipment, special requests, etc.
- Control the master calendar for the facility with weekly updates.
- Maintains spreadsheets for event revenue projections, actual usage, yearly comparisons, etc.
- Maintains the RV Park reservation software and serve as a liaison for the RV Park Camp Host.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

- Excellent communication, interpersonal and telephone communication skills, the ability to work with management and staff as well as the general public, clients and vendors. Ability to exercise tact, courtesy and firmness in frequent contact with community groups, customers and the general public. Establish and maintain effective working relationships with others as necessitated by work assignments.
- Ability to handle multiple tasks and day-to-day operations with interruptions calmly, efficiently and in a positive, cooperative manner.



- Extensive working knowledge of programs including Word, Excel and Adobe. Ability to answer and operate a multiline phone system

### **EDUCATION**

High school diploma or GED equivalent. College degree in business management, facility management or accounting preferred.

### **EXPERIENCE**

- Three or more years of experience in event administration, sales, program coordination and/or office management.
- Experience in volunteer management and temporary staffing highly desirable.
- Any equivalent combination of education and work experience that satisfy the requirements of the job.

### **NECESSARY SPECIAL REQUIREMENTS**

- Must be 18 years of age or older.
- Must possess a valid driver's license.
- This position requires acceptable background and motor vehicle check.

### **WORK ENVIRONMENT**

- May work in an environment consisting of dirt and dust, loud noise, extreme temperature variations, crowds, livestock and other animals.
- Daily contact with the general public, often involving challenging situations and environments. Must be able to perform in a calm demeanor in these situations at all times.
- Work is generally confined to a standard office environment, but may include tasks performed outdoors.
- Work is usually performed at the Kootenai County Fairgrounds. Frequent exposure to weather elements and conditions, including but not limited to rain, snow, hot and cold weather, dust and wind. Must prepare accordingly and take special precautions to be able to complete job assignments and meet deadlines.

### **PHYSICAL DEMANDS**

*The following are some of the physical demands commonly associated with this position.*

- Spends time sitting. Must be able to move 100% of the time throughout the facilities and property by walking or other means.
- Occasionally lifts, carries, pulls, or pushes up to 50 pounds.
- Occasionally runs, stoops, kneels, balances, reaches, crawls and crouches while performing work duties.
- Verbal and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- Constant use of eye, hand, and finger coordination enabling the use of office machinery, equipment and tools.

### **COMPENSATION**

- Competitive benefits package including PERSI, health insurance, dental, vision, holidays, sick and vacation leave. Compensation depends on experience.

### **TO APPLY**

- Send resume, cover letter and salary requirements to Alexcia Jordan, General Manager, via email at alexcia@northidahostatefair.com or mail to 4056 N Government Way, Coeur d'Alene, ID 83815.
- Application deadline is **Friday, February 12<sup>th</sup>**.
- Anticipated start date is **Monday, March 22<sup>nd</sup>**.



### APPLICANT INFORMATION

Job Applying For: <b>OFFICE COORDINATOR</b>		Date
Name		
Last	First	Middle
Residence Address	Mailing Address (If different)	City, State, Zip
Home Telephone	Work/Cell Telephone	E-Mail Address
Are you over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you legally eligible for employment in the United States (Immigration Reform and Control Act of 1986)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
As an adult, have you been convicted of an offense other than a minor traffic violation? (A "Yes" answer does not automatically disqualify you. Convictions are evaluated for each position and are not necessarily disqualifying.) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do You Have A Current Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> No		

### EDUCATION/TRAINING

Do you have the equivalent of a 12 <sup>th</sup> grade education? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name & location of post high school Education	Course of study	Graduated?	Degree (Major / Minor)
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

List each position separately, even if held with the same employer. Include all unpaid and volunteer work. List your work history in chronological order, with current or most recent job first. Describe each position separately, emphasizing your professional, supervisory and committee duties. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

### EMPLOYMENT HISTORY

Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
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Name, Title & Phone # of Immediate Supervisor	Reason for Leaving



<b>EMPLOYMENT HISTORY (continued)</b>	
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving

<b>SPECIALIZED SKILLS</b>
<i>Briefly discuss your experiences with the following areas</i>
CUSTOMER SERVICE
COMPUTER SKILLS <i>(Please be specific to software type and comfort level)</i>
ORGANIZATIONAL SKILLS
PROBLEM SOLVING SKILLS
SCHEDULING
WEB SITE EDITING
TIME MANAGEMENT



## SUPPLEMENTAL ESSAY QUESTIONS

In order to get a better sense of your writing skills and additional insights into your leadership and management style, please answer the following questions. Limit your responses to no more than a single page per questions and please return with your Application Packet.

1. *Please tell us why you are interested in this position and why it is a good time in your career to come to the Kootenai County Fairgrounds and North Idaho State Fair & Gem State Stampede Rodeo.*
2. *Describe what it is like to work with you and how others would describe your work ethic.*

PROFESSIONAL REFERENCES			
NAME	ADDRESS	TELEPHONE #	OCCUPATION/TITLE

By signing below, I authorize the North Idaho Fair Board to investigate my references; to communicate with my employers; to make an independent investigation of my character, conduct and employee history and to keep and preserve records of such investigations as it sees fit.

I affirm that I release from liability any employer, person or employee supplying honest and accurate reference information regarding me and my previous employment.

I also release the North Idaho Fair Board from all liability which may result from investigation information in the application materials.

I affirm that all information on this application is true to the best of my knowledge.

I understand that falsification or misrepresentation of information on this application or other documents in connection with my employment with the North Idaho Fair Board may result in disqualification from employment consideration and/or termination of employment regardless of when it is discovered.

If employed, I agree to read and comply with the North Idaho Fair Board’s policies and procedures.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Applications will be accepted until the position is filled.

For more information email or phone, the Fair Office at 208-765-4969 or email [alexcia@northidahostatefair.com](mailto:alexcia@northidahostatefair.com)

Thank you for your response.

When you have completed this form, please send it to: North Idaho State Fair  
4056 N Government Way  
Coeur d’Alene, ID 83815