

Administrative Assistant/Event Coordinator  
Verde Valley Fairgrounds

Qualifications:

- Organized and detail oriented
- Candidates will thrive in a hospitality environment and be highly focused on providing superior service

Responsibilities:

- Collaborate with the Verde Valley Fairgrounds Director to ensure best practices are being maximized
- Oversee all aspects of event planning and management, including internal and external events
- Secure vendors and staff for events, including volunteers
- Maintains a working relationship with vendors and staff
- Communicates with various departments regarding event details to ensure successful completion of all events
- Ensures all new and return business is satisfied with their experience
- Participates in pre-event presentations, property tours, and customer meetings
- Returns phone calls in timely manner
- Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organizing vendors
- Issuing invoices and collecting payments in a timely manner, and creating comprehensive and readable financial reports
- Assists in the development of bar menus, pricing, and ordering for events
- Assists with the Verde Valley Fair event, including, but not limited to: securing vendors and contracting with vendors, volunteers for ticket booths, security, parking staff, auction and any other fair duties as needed
- Develops and maintains vendor profiles to include: audio visual, floral, equipment rental and photographers
- Develops a calendar of all Verde Valley Fairgrounds events
- Maintains social media on all platforms currently on and new ones as they come.
- Works on website to keep it up to date and viable.
- Other duties as assigned

This is a hourly part time position, there will be a background check done once someone is selected. Overtime will be approval only. Hourly Salary: DOQ.