



Deerfield Fair Association, Inc.

Post Office Box 156
Deerfield, New Hampshire 03037-0156
Telephone (603) 463-7421

Job Title: Office Assistant
Reports To: Fair Officers and Board of Directors

Position Summary:

The Office Assistant will ensure compliance with all policies, practices, legal requirements, and ethical procedures maintaining the Administration Office in a year-round capacity. Employee will report directly to the President of Deerfield Fair Association under the direction of the Board of Directors.

Physical Requirements:

Applicant must be able to use communication systems to perform job functions. Applicant must be able to move freely with occasional bending and lifting to perform various tasks.

Key Responsibilities:

1. Assist customers, vendors, members, Superintendents, Officers and Board of Directors with various needs.
2. Maintain positive communication with incoming and outgoing telephone calls and emails, answering questions or directing questions to the appropriate Department.
3. Act as a liaison for Superintendent requests and issues bringing them to the Board of Directors and then reporting responses back to the Superintendent.
4. Update and maintain Deerfield Fair website.
5. Order ribbons, trophies, and special awards for the annual Fair.
6. Update and maintain the Martech Blue Ribbon exhibitor program which requires yearly updates of software, entering of Fair entries, generating entry tags, entering exhibitor information, printing reports, printing judging sheets for each Department.
7. Request changes from Superintendents for "premium book" information and making changes as directed.
8. Telephone maintenance and programming. Adding and removing service in the off season as directed by the Board of Directors.
9. Accept monies from various sources adhering to all cash handling policies.
10. Order office supplies.
11. Create Request for Proposals (RFP's) as directed by the Board of Directors
12. Order miscellaneous items for the annual Fair. Some of these items include tents, golf carts, name tags, lights, message boards, mulch, sawdust, hay, grain, portable toilets, and other items as requested by the Board of Directors.
13. Assist the Maintenance Department with clerical needs.
14. Process camper trailer parking permits for the annual Fair.
15. Order brochures, bumper stickers, and posters for upcoming annual Fairs.
16. Assist with ordering of bracelets, parking stickers and admission tickets for the annual Fair.
17. Process Worker and Volunteer pass requests for the annual Fair.
18. Manage offsite storage through our storage vendor.
19. Assist Summer Horse Show Superintendent with mailing of Summer Horse Show contracts and Summer Horse Show Program Books
20. Update Fairgrounds maps
21. Act as Deerfield Fair liaison for bereavement sending cards, flowers and donations as directed by the Board of Directors
22. Prepare Superintendent's packets for the annual Fair.
23. Recruit, interview, and train office support for the annual Fair.
24. Assist Concessions Superintendent with collecting of insurance certificates.
25. Miscellaneous duties as assigned.

Required Knowledge and Skills:

1. Ability to perform repetitive or routine duties working from detailed instructions or using standard policies and procedures.
2. Ability to work independently and prioritize work without direct supervision.
3. Ability to work with frequent interruptions and respond appropriately to unexpected situations.
4. Ability to operate computers and related software, typewriter, telephone, FAX machine, postage meter and copy machine.
5. Strong interpersonal skills to communicate effectively.
6. Strong organization skills with attention to detail.

Education/Experience:

Education: N/A

Experience: Five (5) years of secretarial or office support experience preferred.

Licensure: N/A

Software/Hardware: Familiarity with programs in word processing, spreadsheets, database management, website management, email

Schedule Requirements:

November-June 10AM-2PM Monday-Friday 20 hours per week

July-October 8:30-5PM Monday-Friday 40 hours per week **Hours to vary during the Annual Fair

**Attendance required at Deerfield Fair Board of Directors meetings held bi-weekly on Thursdays at 7PM to present Office Assistant items requiring review and response from the Board of Directors.

**Attendance required at Deerfield Fair Association meetings held the second Tuesday of each month at 7PM.

Compensation:

Hourly wage commensurate with experience and skills.