

**Elkhart County 4-H Fair & Agricultural Exposition, Inc.
Operations Team**

Job Title

Off Season Events Coordinator

Employment Type

Full-Time, Permanent

Job Description

The coordinator shall be responsible for off-season facility rental, working consistently to increase revenues, providing customer service to all clients, and working closely with facilities staff to ensure event success. Additionally, the position will work directly with 4-H Clubs and Leaders for all scheduling purposes and oversee scheduling for our year round campground. Individual will have several duties specific to the annual Elkhart County 4-H Fair and be expected to consistently support the organization, Board of Directors, and volunteers.

Essential Duties and Responsibilities

- Increase awareness of our organization, annual events, and grounds facilities.
- Consistently work with the Board of Directors, all volunteers, and committee in order to improve and advance the annual Elkhart County 4-H Fair.
- Will require evening and weekend hours, including during the Elkhart County 4-H Fair each July and as is necessary for special events.
- Primary contact for all non-fair scheduling of events (including all 4-H meetings and activities) and building rentals.
- Serve as the on-site host for all major non-fair events, checking in daily with event coordinators and managers.
- Work closely with our facilities team to coordinate event set-up, maintenance, and tear down/clean up.
- Provide monthly and annual reporting regarding facility/off season revenues.
- Provide and communicate a monthly calendar of events.
- Work closely with Legal Counsel to ensure all contract procedures are executed properly.
- Coordinate with security personnel and respond to routine security alerts.
- Serve as a 24 hour emergency contact for individuals and groups utilizing the fairgrounds.
- Participate in the annual budget process, working closely with the G.M. and Treasurer.
- Employee must be self-starter and work with little supervision.
- Participate in regular staff meetings.
- Attend meetings with the Executive Board, the Board of Directors, and various committees as needed.
- Attend the IAFE Conference and the INAAF Convention bi-annually at a minimum. Or alternate, relevant association programming. (Pending formal EXEC approval)

Qualifications

All employees of the Elkhart County 4-H Fair & Agricultural Exposition, Inc, are expected to be constant TEAM PLAYERS. It is our goal to provide excellent customer service and host the best events in the nation, including the annual Elkhart County 4-H Fair.

Education and Experience

- Three (3) or more years experience as an event planner or in a related field is preferred.
- College Degree Preferred
- Must have valid Driver's License.
- Proficient in general Microsoft computer applications.
- Customer Service Oriented.

Physical Demands

- This position may require the individual to sit for long periods of time.
- During special events there can be long periods of standing and walking.
- There may also be short periods of bending and lifting.
- Individual must be able to lift and carry 25 pounds.
- Ability to work in a sometimes stressful environment.

Skills and Abilities

- Good oral communication and the ability to read, write and communicate in English.
- Excellent hospitality and customer service skills, service standards, guest relations, and etiquette.
- Must be self-motivated and able to work in a fast paced environment.
- Mature judgement and professionalism in handling all matters.

Hours of Work

- Salaried position with regular office hours being Monday – Friday 8:00 a.m. – 5:00 p.m.
- Special Events will require evening and weekend hours.
- Board of Directors Meetings, Committee Meetings, etc. may require evening hours.
- Scheduled time off is NOT available during the month of July.

Location

Elkhart County 4-H Fair & Agricultural Exposition, Inc.
17746-D CR 34
Goshen, IN 46528

Interested individuals should send cover letter and resume to Miranda Muir, General Manager at miranda@4hfair.org.