



Mailing Address:
P.O. Box 104
Union Grove, WI 53182

Phone: 262-878-3895 Fax 262-878-1874
Email – secretary@racinecountyfair.com
www.racinecountyfair.com

Located at:
19805 Durand Ave.
Union Grove, WI 53182

Racine County Agricultural Society, Inc. Administrative Coordinator

The Racine County Agricultural Society, Inc is seeking an Administrative Coordinator. This role would require working with multiple individuals and committees to provide assistance in a variety of forms.

Job Duties and Responsibilities:

- Provide administrative support to the Racine County Agricultural Society
- Maintain confidentiality and use good judgement in decision making
- Maintaining positive relationships with everyone involved with the Ag Society and guests
- Performing basic office tasks such as data entry, taking payments, maintaining and updating filing, operating office machines, sorting mail, ordering office supplies, preparing the building for monthly meetings
- Answering phones and directing calls to the appropriate person/committee
- Greet walk-in guests as well as maintain office lobby and work area.
- Manage facility rentals being the point of contact and coordinating with grounds
- Seek and Explore Grant opportunities
- Assist with Fair Communications. i.e. Ag Society mailings, Facebook, newsletter, etc.
- Work closely with Vendor committee
- Work Closely with Sponsorship committee including but not limited to soliciting new sponsors
- Assist in planning and executing the Annual Racine County Fair
- Efficiently assist Board Members as needed
- Develop and maintain partnerships with the community
- Attend Chamber of Commerce Meetings, WAF District Meetings and Annual Convention
- Attend executive committee and/or Fair Board meetings as requested and/or required
- Other duties as assigned by Fair Committees with the approval of the President

Knowledge and Skills:

- Must have strong communication skills (verbal and written).
- Stellar customer service is a must; good diplomacy skills also required.
- Computer and internet competence, along with the ability to learn new tools and systems quickly and thoroughly. Working knowledge of MS Word/Outlook required, intermediate/advanced knowledge preferred.
- Collaborative and works well in a team environment
- Able to work consistent office hours
- Dynamic self-starter, who completes tasks in a timely fashion
- Must be detail-oriented and possess excellent organizational skills
- Ability to perform under pressure by being able to multi-task, prioritize workload and adhere to strict deadlines
- Knowledge and/or experience in the Fair industry appreciated, but not mandatory

Racine County Agricultural Society, Inc.
A Non-Profit Educational Corporation



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Education and Experience:

- Minimum - high school diploma required
- 1-2 years' experience in customer service or equivalent
- Previous administrative assistant and/or data entry experience highly desirable
- 1 year of Microsoft Office Suite experience desired

Benefit Opportunities:

Paid time off:

- 10 Vacation days annually
- Paid holidays
- Flexible schedule

Performance Bonuses

Retirement Account

Casual Work Environment

Work Schedule:

Off peak season: Sept – May 35-40 hours per week.

Peak Season: Jun – Sept 40 hours per week, with some weeks requiring more than 40 hours (especially the weeks before, during and after fair)

Work Location:

In person 19805 Durand Ave., Union Grove, WI

Physical Requirements:

Able to use office machines, ability to lift and carry 30 lbs.

Salary:

\$45,000- \$55,000 Annual salary based on experience

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Racine County Agricultural Society Staff Application

The Racine County Agricultural Society, Inc. is an affirmative action / equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation, or national origin is prohibited.

To be considered for a position, a signed & completed application, cover letter, and resume must be submitted. All application items must be submitted as a complete packet by May 4th, 2024. Incomplete applications will not be reviewed or considered for hire.

General Information		
Name:		
Address:		
City:	State:	Zip:
Telephone Number:		
E-mail Address:		
Are you legally eligible to work in the US?		
If you are not a U.S. citizen, are there any restrictions on your eligibility for employment?		

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Highest Level of Education			
Type of School	Name and Location	Degree / Date	Major
College			
Scholastic Honors:			

Employment History		
Most Recent Employer:		
Address:		
City:	State:	Zip:
Telephone Number:		
Position Title:	Start Date:	End Date:
Supervisor (Name & Title):		
Description of Duties:		

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References	
Name:	Telephone Number:
Company / School:	
Relationship:	Known How Long:

Name:	Telephone Number:
Company / School:	
Relationship:	Known How Long:

Name:	Telephone Number:
Company / School:	
Relationship:	Known How Long:

Community / Professional Organizations, Honors, and Awards:

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature:	Date:
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