



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

Phone: 262-878-3895 Fax 262-878-1874  
Email – [secretary@racinecountyfair.com](mailto:secretary@racinecountyfair.com)  
[www.racinecountyfair.com](http://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
- Maintain positive relationships with everyone involved with the Ag Society and guests
- Perform 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

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



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

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

Phone: 262-878-3895 Fax 262-878-1874

Email – [secretary@racinecountyfair.com](mailto:secretary@racinecountyfair.com)

[www.racinecountyfair.com](http://www.racinecountyfair.com)

- 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

#### **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:**

- Flexible Schedule
- Casual Work Environment
- Retirement
- Performance Incentives

#### **Work Schedule:**

- Off Peak Season: Nov through May; 35 – 40 Hours per Week
- Peak Season: Jun through Oct; 40 Hours per Week (some weeks will require more than 40 hours – especially before, during, and after Fair)

#### **Work Location:**

- In person at 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

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



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

Phone: 262-878-3895 Fax 262-878-1874  
Email – [secretary@racinecountyfair.com](mailto:secretary@racinecountyfair.com)  
[www.racinecountyfair.com](http://www.racinecountyfair.com)

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

## 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. Incomplete applications will not be reviewed or considered for hire. The position will remain open until filled.

<b>General Information</b>		
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?

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

ESTABLISHED IN WISCONSIN SINCE 1923



**RACINE COUNTY**  
\* FAIR \*

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

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

Phone: 262-878-3895 Fax 262-878-1874  
Email – [secretary@racinecountyfair.com](mailto:secretary@racinecountyfair.com)  
[www.racinecountyfair.com](http://www.racinecountyfair.com)

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

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

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

ESTABLISHED IN WISCONSIN SINCE 1923



**RACINE COUNTY**  
\* FAIR \*

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

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

Phone: 262-878-3895 Fax 262-878-1874  
Email – [secretary@racinecountyfair.com](mailto:secretary@racinecountyfair.com)  
[www.racinecountyfair.com](http://www.racinecountyfair.com)

**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.

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

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