



Job Title: Executive Department Coordinator
Reports To: Executive Department Administrator
FLSA Status: Non-Exempt
Grade: Full time year round
Department: Executive
Revision Date: December 2023

Summary:

Responsible for specific areas within the executive department, assisting in other areas of the executive department as needed. Works within the Executive Team to ensure calendar coordination, scheduling, meeting and event needs are met. Reports to the Executive Department Administrator and also directly collaborates with the CEO, Board President and Board Protocol Committee on fair time board hospitality and business meetings, including board events, uniforms, planning and travel needs. Directly responsible for coordination, design and execution of seamless and successful board and corporate hospitality functions, including but not limited to regular meetings, meeting rooms, luncheons, dinners, special events both public and private, and more as directed. Collaborate inter- and cross-departmentally to ensure proper planning, coordination, tracking, implementation and reporting to achieve desired/expected outcomes.

Executive Department Duties & Responsibilities:

- Perform regular office duties, answering phones, maintain records and overall assistance within the team.
- Maintain records, budgets, prepare department file folders, help to maintain vault documents, run errands, schedule meetings, and assist Directors, CEO, and Executive Department Administrator as needed.
- Maintain effective working relationships with Directors, Leadership, supervisor, executive department employees, fair staff, the public and fair guests.
- Review and monitor CEO, Executive Department Administrator, and meeting room calendars for events, meetings and travel that needs support and coordination.
- Assist with travel/registration arrangements for conventions, seminars, and Fair visits, for Directors and staff.
- Negotiate pricing with caterers for events and overseeing all catering and director event employees.
- Collaborate in the preparation of the annual expense/capital budget for the Executive Department.

CEO & Board of Director Responsibilities:

- Assist the Executive Department with agenda, minutes, and research for Board meetings, retreat, and seminars.
- Maintain records and files for board contact information, master board list, committee lists, and director records.
- Assist with board ticket packages (initiate package approval, preparations, ticket ordering, tracking, fulfillment etc.)
- Responsible for preparation of board level and corporate donation requests, fulfillment approved by the CEO and tracking. As well as maintain adequate supplies.
- Coordinate on- and off- site meetings, meal service and special events as needed for the board and leadership.
- Ensures board room and related areas are well stocked, ready and prepared for scheduled meetings/events and for unplanned gatherings. Monitors shared calendars for changes and updates.
- Directly responsible for or delegation of room clean-up, readiness, preparation of supplies and looking at calendar for upcoming meetings and events on all days.
- Maintains and stock supplies in the Directors Conference Room, President's Office and CEO office.
- Maintain Directors locker rooms, dining spaces and kitchen.
- Coordinate catering service and kitchen management of CEO, board events/meetings, and special events.
- Support all seasonal/event catering, bar and event staff and fair hosted events and meetings.
- Stock, order, and maintain inventory for bar (alcohol), linens, and pantry, etc. Ensure proper liquor permits for events are obtained.

- Serves as host for CEO and board events and meetings as directed.
- Maintain, order, organize and ensure cleaning of director uniforms. As well as working with the board to propose and prepare uniform schedules and related correspondence pertaining to uniform assignments.
- Track and report on director, hospitality, private event, travel budgets and expenses.
- Assist with offsite travel, dining reservations/service, hospitality needs or shopping as needed.
- Coordinate director fair time photography, board portraits and annual full board portrait.
- Work with the team to support to new Directors with uniforms, annual board portrait and fair time photo distribution, as well as name plates, annual plaques and gavel orders.

Fair time Responsibilities:

- Assist Safety Services Administrator preparing employment information and updating documents for Fair time departments.
- Assist with managing records and issuing approximately 100 annual Lifetime Pass certificates and Loyal Members tickets.
- Assist with management and tracking of director's uniforms, and dry cleaning.
- Responsible for the training of State Fair part-time kitchen assistant for set up and tear down of catered events in Directors areas.
- Assist with Season Box Seat distribution.

Shareholder Responsibilities:

- Responsible for transfers and recording of all Shareholder transfers/records.
- Work with Fair's Attorney to make sure that stock transfers are legal.
- Shareholders training in all aspects of shareholders; current and historical records, annual meeting, annual picnic, stock transfers, spring and state fair mailings and emails, filing.
- Organize the Washington State Fair Shareholder picnic and the annual January Shareholder meeting each year.
- Responsible for maintaining all of Shareholder records (since 1900) in the Access database.
- Maintain Shareholder's current contact information (1000+ shareholders).
- Balance the number of shares issued and outstanding on an annual basis.
- Research lost shareholders/shares through review of obituary reports and other articles
- Responsible for the annual January Shareholder mailing, meeting, proxy count, follow up etc.
- Responsible for verifying addresses, preparing the mailing, recording all passes, and then mailing Spring Fair and then Washington State Fair passes to all Shareholders.
- Responsible for preparing regular email information to Shareholders.

Competency:

Must have the ability to work well under pressure with frequent interruptions, pay attention to detail and be self-motivated. Ability to work independently. Excellent organizational and verbal and written communication skills. Effective people skills with the ability to be flexible and to resolve potential conflicts. Highly skilled in customer service. Ability to analyze situations accurately and take effective actions with minimal supervision. Demonstrates discretion and confidentiality concerning activities in the Executive Department and observed during Directors private functions. Maintain high professional standards, status and reputation.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High School diploma or equivalent; and 2 years related experience and/or training; or equivalent combination of education and experience. Must have general knowledge and experience in office techniques with knowledge of basic accounting, expense/revenue/capital budgeting and insurance. Due to the nature and responsibilities of this position the person must be over 21 years of age. Knowledge of and experience with administrative duties, events, catering, and service. Ability to work well under pressure and independently with frequent interruptions. Must have good organizational skills.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or other form.

Computer Skills:

To perform this job successfully, an individual should have knowledge and experience with Microsoft Office Suite.

Certificates and Licenses:

- Driver's license and reliable transportation for works errands is required.
- Class 12 Mixologist Permit Washington State Liquor Board, and State of Washington Food Workers card are encouraged, but not required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Noise levels in the work environment are usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include Close vision and Distance vision. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is also frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee is occasionally exposed to weather conditions and extreme heat (non-weather).

Schedule:

The position is full-time year-round. Normal office hours are Monday–Friday 8:00 a.m. to 4:30 p.m. Additional hours will be required in the evening and weekend during peak activity times and as needed.

During April, August, September and December hours may increase evening and weekends included. Additional hours may take place during Fairs, Signature Events and other Director and special events.

COMPENSATION & BENEFITS:

The pay range for this position is \$20.00 to \$25.00/hourly based on an assessment of knowledge, skills and experience of the candidate offered. Employees are offered healthcare coverage options which include medical, dental, vision, long term disability insurance and are able to enroll in the Fair's 403(b) plan. Employees accrue ten vacation days and eight sick leave days a year which can be used once accrued. Additionally, employees enjoy fourteen paid holidays throughout the calendar year.

HOW TO APPLY:

Please email cover letter and resume to maddiem@thefair.com no later than March 8, 2024.