

Woodstock Agricultural Society, Inc.

Job Description: Secretary of the Woodstock Fair

Compensation: \$12-\$15/hour based upon experience

The Secretary of the Woodstock Fair provides key support for the annual Woodstock Fair and contributes to the organization's consistent success and achievement of its mission and objectives. The Secretary is expected to be flexible in meeting all anticipated and unanticipated support requirements. The Secretary reports to the President and General Manager. She/he is evaluated annually by the Executive Committee of the Woodstock Agricultural Society, Inc. This is a general description of the position's duties and responsibilities; requirements will vary.

- Adheres to/maintains/updates a standard operating procedure manual for the Secretary position.
- Establishes sound and mutually beneficial working relationships and cooperative arrangements with officials, community groups and organizations.
- Represents the point of view and best interests of the Woodstock Agricultural Society, Inc. to members, the community, organizations and the general public.
- Responsible for the management and maintenance of all Woodstock Agricultural Society, Inc. correspondence, documentation and related orders (i.e. supplies, ribbons, etc.) throughout the year in accordance with the Society policies and procedures and Secretary's SOP Manual.
- Responsible for mail pick up (local post office) and appropriate distribution throughout the year (2-5 days per week).
- Provide assistance to Managers, Supervisors, Board Members, etc. as needed.
- Preparation, recording, compilation and distribution of minutes and meeting documentation for Board of Directors meetings throughout the year. The Board of Directors meetings are the 3rd Tuesday of the month. These meetings are typically night meetings that last about 1-2 hours.
- Distribution and compilation of personnel documentation; ensure all forms are completed and filed appropriately.
- Ensures compliance with federal, state and municipal rules and regulations.
- Minimum mandatory office hours three days a week for the month of July and second half of September.
- Mandatory office hours full-time (five days a week) in August and through September 15th.
- During the days of the fair, Labor Day Weekend, 10-12 hours each day.

- Off season office hours variable; preferably two days per week. Additional office hours may be needed.
- Office cleaning.

Qualifications:

Minimum High School Diploma

Ability to work independently and problem solve.

Strong organization, communication and time management skills.

Strong customer service skills.

Computer proficiency to include Microsoft Word and Excel.