

STATE FAIR PARK & Event Center



Executive Assistant to President/CEO
State Fair Park
Yakima, WA – statefairpark.org

Overview

If you have been looking for a fun new opportunity to utilize your skills as an Executive Assistant, then look no further. The Central Washington Fair Association, a 501c3, is seeking a dynamic, organized individual for the role of Executive Assistant to the President and CEO. The Association oversees the operations of State Fair Park & Events Center, to include the annual Central Washington State Fair and Yakima Valley SunDome, which hosts more than 200 events annually.

Essential Functions

- Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the CEO's office.
- Represent the association to the public, businesses, Board members, and other agencies or individuals as requested.
- Maintain confidentiality of any information exposed to during work. Confidential information should only be disclosed on a need-to-know basis.
- Research and analyze routine administrative projects for the CEO and Board; prepare first draft reports on routine administrative matters.
- Compile and distribute agendas and supporting materials for all Board meetings and prepare PowerPoint presentations and supporting documents as needed.
- Attend all Board meetings, take minutes and distribute to appropriate parties.
- Receive and screen communications to the CEO, including telephone calls and e-mail messages, and provide assistance using sound, independent judgment to determine items requiring priority attention.
- Respond independently to communications of a routine nature.
- Maintain appointment schedule and calendar for the CEO; make travel arrangements for the CEO and Board; arrange meetings and conferences.
- Maintain records and files for CEO and Board, including official minutes of the Board Meetings.
- Arrange meetings, contact others to obtain or transmit information, compile information for the CEO's use, and interpret needs.
- Monitor WA State Legislation and follow Bills related to the industry.
- Oversee the Annual Membership meeting and work with CEO and Board Leadership to create agenda and generate the minutes for the Annual Membership Meeting.
- Work with CEO and Board to prepare and distribute Fair related passes/correspondence or events related to hosting at fair time.
- Coordinate all conference calls and Zoom meetings for CEO and Board.
- Assist with answering office phones and administrative support when needed.

Preferred Qualifications

- Two years of progressively responsible experience in a professional role with similar duties and responsibilities.
- Proper English, spelling, grammar, and punctuation, and business correspondence formatting.
- Strong computer skills, including: Word, Excel, PowerPoint, Outlook, and internet research.
- Experience in performing basic research and preparing reports and recommendations.

Executive Assistant to President/CEO
State Fair Park
Yakima, WA – statefairpark.org

- Ability to organize own work, coordinate projects, set priorities, meet deadlines, and follow up on assignments with a minimum of direction.
- Demonstrate exemplary customer service skills, including dealing effectively with the public, governmental officials, staff, and Board members, both in person and over the phone.
- A professional demeanor, ambitious in nature, success-oriented, with the ability to learn quickly.
- Ability to work outside the normal business day/week as required by events and programs.
- Must enjoy being of service to others, detail-oriented, and demonstrate an enthusiastic attitude while working in a fast-paced environment.

Physical Demands: • Reading, speaking, lifting, bending, standing, walking, sitting • Must be able to lift 25 lbs. • Communicating by radio and telephone • Other physical efforts as required

To apply, please submit a cover letter, and resume to CWSF, 1301 South Fair Avenue, Yakima WA 98901 or email to Erin Baldoz, erinb@fairfun.com with “Executive Assistant” in the subject line.

Job Type: Full-time | **Salary:** Salary DOQ | **Benefits:** Paid Holidays, 401K, Medical, Dental, Vision, Aflac, Life, AD&D, LTD