



Lewis County Employment Opportunity

Division: **Fair & Events** | Position: **Fair & Events Coordinator**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 119: \$4,667 - \$6,279/mo.**

Posting Opens: **February 4, 2025**

Posting Closes: **Open until filled**

DEPARTMENT / OFFICE

This Teamsters No. 252 Combined represented position is available in the Facilities Department, Fair & Events Division located at 1909 South Gold St., Centralia, WA 98531.

POSITION SUMMARY

Under limited supervision, assists the Manager in planning and coordinating the operations and activities of the Southwest Washington Fair; assists the Manager in overseeing event activities, rentals, tourism, and community functions; promotes community interest in the Parks, Fair, and the County's Fairground facilities; and assists the manager in supervising assigned personnel. Work hours will vary, depending on the Parks, Fair, and Fair Grounds scheduled events, festivals, activities and so on.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov>.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation, and possesses the knowledge, skills and abilities as identified in the job description. *Hiring preference will be extended to existing Teamsters represented employees.*

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received in the Facilities Department. Late applications will not be accepted.

MINIMUM REQUIREMENTS

Associate's Degree in Fair Management, Marketing, or a closely related field; AND two (2) years' experience managing operations, marketing, and events.

A valid Driver's License is required.

Other certifications may be required.

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.