

**JOB POSTING**  
**Lakes District Fair Association - Administrative Assistant**

The Lakes District Fair Association works with a dedicated group of volunteers throughout the year to deliver the largest event in the area – the Lakes District Fall Fair.

This part-time position involves working closely with the Fair Association, volunteers and a dedicated mentor with responsibilities such as general administrative support, event planning and delivery, securing funding and public relations. There is a strong focus on communication, organization, collaboration and problem solving.

Requirements include the ability to work from home with a reliable internet connection; flexible availability including some evenings, weekends and attendance at the fair; experience with common office software and residence in the Lakes District with a valid driver's licence and access to a vehicle.

Note that the successful applicant must be available to attend the Fall Fair in person and be able to adjust their work hours throughout the year to accommodate a lower workload in winter and spring and a higher workload during the pre- and post-fair periods.

**Application Packages Must Be Submitted No Later Than**  
**4:30 pm Monday February 23<sup>rd</sup>, 2026**

**To apply send an email with the following content to Joan McFee at**  
[joangordonmcfee@gmail.com](mailto:joangordonmcfee@gmail.com)

**Subject Line:**

- Lakes District Fair Association - Administrative Assistant

**Content**

- applicant name
- name and phone number for three references

**Required Attachments**

- cover letter
- resume