

Lakes District Fair Association – Administrative Assistant Details, Duties and Responsibilities

General Information

- competitive remuneration commensurate with experience
- this position is for the 2026 calendar year with the possibility of extension based on performance and budgetary availability
- part time position working from home: approx. 500 hours/year
- all assignments will be under the direction of the President or their delegate
- computer and printer are provided
- hours will vary across the year to accommodate a lower workload in winter and spring and a higher workload during the pre- and post-fair periods

Key Responsibilities

Event Planning & Execution: provide hands-on assistance as needed to deliver an efficiently run, safe and entertaining family friendly fair

- assist board members and volunteers plan for, secure and coordinate service providers, events, vendors, exhibitors, and volunteers
- assist board members and volunteers with grounds preparation, troubleshooting during fair and wrap up after fair
- assist board members and volunteers as they meet their various responsibilities
- lead recruitment and coordination of volunteers before and after the fair
- be physically present at the grounds for the duration of the Fair (September 11-13, 2026)

Financial: assist Executive and/or Board members to secure and report on funding

- provide/learn grant writing skills
- complete required reporting (e.g. mandatory grant reports)
- assist with sponsorship program including preparation and communication
- investigate funding opportunities through community contacts

Communication & Board Administration: deliver administrative, communications, and organizational support to Executive and Board

- report to executive and/or board as directed or when issue arise
- handle complaints in a pleasant appropriate manner
- assist executive prepare for board, executive and other meetings and attend meetings as directed. reporting on activities and maintaining records
- monitor communication and direct all communication to the appropriate executive, board member, volunteer or community member
- provide content and request updates to website content
- track requirements and meet obligations related to ongoing requirements such as BC Fairs membership
- as directed, accurately record and report on all hours and tasks conducted as administrator and adjust priorities and time allocations as requested by executive
- work with President (or delegate) to further define and refine the duties related to this position

Marketing & Public Relations: assist Board and volunteers with advertising and promotion

- represent the Fair in a respectful, ethical and community minded manner in all communication

- assist with all advertising and promotion efforts including coordinating preparation, uploading, printing and distribution of materials in print and digital media
- assist with production of the annual “Fair Book” updates

Requirements & Qualifications

Education: High School Graduation

Experience

- preference for previous experience in event management, administration, office management
- experience in marketing or promotions is an asset

Skills

- capable using spreadsheets, word processing and other office programs
- ability to communicate clearly, concisely, and tactfully both written and orally
- ability to work effectively and harmoniously with others
- problem solving, organizational skills, and ability to manage competing priorities
- self-motivated

Availability

- in person attendance at both the Fair (September 11-13, 2026) and meetings as identified in responsibilities – may require extended hours, evenings and weekends
- hours will vary across the year to accommodate a lower workload in winter and spring and a higher workload during the pre- and post-fair periods

Other

- resident of the Lakes District
- valid drivers licence
- access to a vehicle
- ability to work from home with reliable internet connection
- preference for familiarity and passion for the Lakes District Fall Fair

Lakes District Fair Association Common Tasks by Quarter

Note that this table summarizes items included in meeting minutes from each month in the quarter and is included to reflect the types of activities underway

Quarter	Key Activities Underway
Jan-Mar	<ul style="list-style-type: none"> ● Wrapping up outstanding matters from fair ● Sponsorship program ongoing ● Meeting reporting and other annual requirements ongoing ● Fair Book updates and production ● Securing funding ongoing ● Policy and needs discussions for upcoming fair ● Identifying/planning spring grounds maintenance ● Trade fair booth planning ● Identifying/confirming judges ● Early committee work
Apr - Jun	<ul style="list-style-type: none"> ● Securing funding ongoing ● Sponsorship program ongoing ● Meeting reporting and other annual requirements ongoing ● Supporting all committees ● Ribbon count and order complete ● Website updates ● Fair Books distributed ● Spring grounds maintenance underway ● Paramedic services identified and confirmed ● Security services identified and confirmed ● Waste management services secured ● Petting zoo provider identified and confirmed ● Garbage volunteers identified and confirmed ● Gate volunteers identified and confirmed ● Parking volunteers identified and confirmed ● Music Festival line up and sound identified and confirmed ● Fall Fair sound person identified and confirmed ● Exhibit hall chairpersons identified and confirmed ● Exhibit hall index cards prepared ● Exhibit hall decorating planned ● Vendors (regular and food) organization ongoing ● Children's, main and lower ring events planned and confirmed ● Advertising (billboards, social media etc.) prepared and installed/posted ● Porta-potty services identified and confirmed ● Lawn mower use and servicing
Jul - Sep	<ul style="list-style-type: none"> ● Securing funding ongoing ● Meeting reporting and other annual requirements ongoing ● New grounds projects ongoing ● Vendors (regular and food) organization ongoing and confirmed ● Entry packages delivered to Visitor's Centre ● Entry packages collected from Visitor's Centre

	<ul style="list-style-type: none"> ● Entries received and exhibitor packages prepared and sent ● Scrapbook updated ● All infrastructure inspected and repaired as needed ● Children's festival programming and needs finalized ● Teen events planned and needs finalized ● Livestock show and horse stabling planning and finalizing ● Tug-O-War planning and finalizing ● Photographer identified and confirmed ● Gift bags for judges/dignitaries prepared ● Gate programs prepared and printed ● Garbage can needs and volunteers planned and finalized ● BC Stock Dogs planning and finalizing ● Golf cart schedule complete and volunteers organized ● Exhibit hall artisans planned and confirmed ● Exhibit hall greeters volunteers confirmed ● Workbee planned and conducted ● Children's festival carnival booth cleaning ● Fair weekend signage installed ● Propane deliver planned and complete ● Large water tank filled ● Shaving delivery organized and distribution into stalls planned and finalized ● Flagpole/flags planned and finalized ● Tent set up and volunteers planned and finalized ● Picnic table set up and volunteers planned and finalized ● Exhibit hall set up and decorating <p>Fall Fair weekend</p> <ul style="list-style-type: none"> ● Post-fair clean up workbee ● Waste Management bin removal
Oct - Dec	<ul style="list-style-type: none"> ● Securing funding ongoing ● Wrapping up outstanding matters from fair ● Meeting reporting and other annual requirements ongoing ● Address matters arising from committee reports post-fair ● Identify planning needs/updates for next fair