

## **VENDOR COORDINATOR & OFFICE ASSISTANT PERSON**

The Rock Creek & Boundary Fair Association is looking for an energetic and enthusiastic person to join its team on a seasonal basis starting May 5, 2025, and ending September 26<sup>th</sup>, 2025.

The successful applicant would be responsible for helping to prepare for our fall fair including but not limited to: reviewing vendor applications & requirements, keeping a complete vendor list & preparing vendor package, plotting and planning vendor layout map based on requirements, stake out and mark vendor field, assist all vendor's needs and inquiries prior to and during fair, direct, coordinate the vendors arrival and departure on fair weekend, after fair cleanup and wrap up. As well as assist in the office as needed by the Fair & Facilities Manager and the Finance Manager. Must be available to assist on Work Bee weekend September 6<sup>th</sup> & 7<sup>th</sup> as well as long hours through Fair weekend September 13<sup>th</sup> & 14<sup>th</sup>.

Job Requirements: Valid BC Driver's License preferred, criminal record check, physical stamina, computer and office skills, organized and productive, be able to work independently and together as a team player, ability to work under pressure and deal with public, effective communication and leadership skills.

The job will be a minimum of 3 hours per day during May 5 to August 29<sup>th</sup>, 2025, and again during September 16-27<sup>th</sup> after the fair. Must be willing to work a minimum of 5 hours per day from September 2-14<sup>th</sup> with extra hours during fair week and weekend. Salary will be \$22.00 per hour.

Interested applicants should send a cover letter with resume by email to [office@rockcreekfallfair.ca](mailto:office@rockcreekfallfair.ca) or by mail to 3880 Kettle Valley Road South, Rock Creek, B.C. V0H 1Y0. Deadline for receipt of applications is April 11, 2025, at 5:00 pm, interviews to follow.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

