Administrative Assistant – LaPorte County Fair Office

Position Overview

The LaPorte County Fair is seeking a friendly, organized, dependable, and motivated individual to join our team as a Part-Time Administrative Assistant.

This position plays an important role in supporting the daily operations of the Fair Office and helping provide a positive experience for our visitors, vendors, exhibitors, campers, and community members.

Our ideal candidate is someone who enjoys working with people, is comfortable using technology, can manage multiple tasks, and is willing to learn about the fair and event industry.

No previous fair industry experience is necessary — we're looking for someone with a positive attitude, strong work ethic, and willingness to learn!

Key Responsibilities

- Provide friendly, professional customer service in person, over the phone, and through email.
- Assist with general office duties, including filing, data entry, recordkeeping, and correspondence.
- Answer questions and provide information regarding fair events, tickets, vendors, camping, winter storage, and other fairgrounds activities.
- Assist with processing registrations, applications, contracts, and payments.
- Maintain accurate and organized electronic and paper records.
- Assist with updating spreadsheets, documents, online forms, and databases.
- Support the Fair Office with event preparation, scheduling, and coordination.
- Assist with communication and follow-up with vendors, exhibitors, customers, and community members.
- Provide additional administrative and customer service support during the annual LaPorte County Fair and other fairgrounds events.
- Perform other office-related duties as assigned.

Qualifications & Skills

Required:

- Strong customer service and communication skills.
- Proficiency with computers, internet navigation, and basic technology.
- Working knowledge of Microsoft Office, including Word, Excel, and Outlook.
- Familiarity with Google Workspace, including Gmail, Google Docs, Google Sheets, and Google Drive.
- Strong organizational skills and attention to detail.
- Ability to multitask, prioritize responsibilities, and work independently.
- Dependable, punctual, and professional.
- Willingness to learn new software, office procedures, and industry-specific programs.
- Ability to work well with others in a busy, sometimes fast-paced environment.
- Positive attitude and willingness to assist wherever needed.

Preferred but Not Required:

- Previous administrative or office experience.
- Experience handling customer payments or maintaining financial records.
- Familiarity with online registration systems, ticketing platforms, or digital forms.
- Interest in agriculture, county fairs, community events, or event management.

Schedule & Availability

- **Off-Season:** Approximately 15–20 hours per week.
- **Fair Season:** Must be willing and available to work additional hours, up to 40 hours per week, during the annual LaPorte County Fair.
- Flexibility to work occasional evenings or weekends during special events may be needed.
- Hours may vary depending on seasonal office and event needs.

What We're Looking For

We are a small office that handles a wide variety of responsibilities throughout the year. We need someone who is willing to jump in, take initiative, ask questions, and help keep things running smoothly.

The fair industry is unique, and every day can bring something different! We're looking for someone who is excited to learn, enjoys being part of a team, and takes pride in serving our community.

A willingness to learn and a great attitude are just as important to us as previous experience.

How to Apply

Interested applicants should submit a resume and brief introduction outlining their experience, skills, and availability.

Submit Applications To: laportefair@gmail.com

The LaPorte County Fair is an equal opportunity employer.