



## Social media & Office Administrative Assistant Intern

### SUMMARY:

Assist with various tasks related to the Great Jones County Fair social media, fair office, public information, and guest relations.

### LOCATION:

Social Media & Office Administrative Assistant Intern will work at the Jones County Fair Grounds located in Monticello, IA. The employee may choose to use their own laptop, or the fair will provide them with a computer

### WORK TIMELINE/HOURS:

16 hours per week starting June 2<sup>nd</sup> to July 6<sup>th</sup>

TBD hours the week before the fair

TBD hours during the week of the fair (Great Jones County Fair dates: July 16<sup>th</sup>-20<sup>th</sup>)

5 hours the week following the fair

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the Office Manager to develop content for Facebook, Instagram, TikTok, etc. Perform a variety of administrative, customer service, and communication event-related tasks as assigned.

Collaborate with staff to ensure the fair's goals, mission and vision are accomplished through teamwork.

Perform and complete other various tasks as assigned by fair staff.

### QUALIFICATIONS:

Ideal candidates will be pursuing a marketing, digital design, or event management degree

Experience with multiple social media platforms (Facebook, Twitter, Instagram, etc.)

Strong interest in public relations, marketing, event management, and business communications

Computer skills and social media experience

Excellent oral and written communication, organizational and people skills

Canva or other graphic design experience

**COMPENSATION:**

This is an unpaid internship.

**HOW TO APPLY:**

Submit a cover letter, resume, and references as .pdf attachments to [office@greatjonescountygair.com](mailto:office@greatjonescountygair.com) Thursday, March 20th.

Top candidates will be contacted for interviews.