



# Communications Coordinator

**Department:** Fair  
**FLSA Designation:** Non-Exempt

**Pay Grade:** 13  
**Effective Date:** 04/2025

## **Job Summary**

The Communications Coordinator plans and organizes events, promotes year-round activities at Fair facilities, supports the Fair's educational programs, and coordinates the annual County Fair. This role manages event logistics, marketing campaigns, and seamless event experiences for clients and attendees while further developing the ongoing causes of the Canyon County Fair. The position requires strong organizational skills, attention to detail, and a passion for marketing and event coordination. Working under the Fair Director, the Communications Coordinator provides working supervision over support staff and performs duties in both office and outdoor environments.

## **Key Responsibilities**

### **Community Outreach and Engagement:**

- Maintains a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities
- Supports and hosts local community events to connect with potential and existing partners, sponsors, exhibitors, and vendors of the fair
- Educates community members about the mission, programs, and initiatives of the Canyon County Fair
- Schedules regular outreach exhibitions in the community and provides feedback on community engagement
- Fosters relationships and develops partnerships with other youth-serving groups, schools, or organizations
- Assists the Fair Director in nurturing new and old relationships with collaborative partners

### **Event Planning and Coordination**

- Organizes, coordinates, and supports participation in all fair-related events, contests, and activities
- Reviews and administers contracts
- Plans event and program details to address potential problems that may arise, including planning for potential scenarios that could impact the integrity of events
- Assists in fair development and production as needed
- Communicates effectively with staff, exhibitors, sponsors, community representatives, volunteers, clients and guests

### **Program Implementation and Education**

- Implements educational programs, policies, materials, and activities as part of the overall efforts of the Canyon County Fair
- Provides information to volunteers, youth, and parents regarding educational opportunities using e-mail, social media, applications, and print communication formats
- Cultivates positive youth and community development in all programming efforts
- Pursues creative and fresh programming initiatives to educate the public about Canyon County Fair programs while growing its participation

### **Administrative Responsibilities**

- Assists in the preparation of an annual budget for community outreach activities
- Implements program evaluation, documentation, and reporting
- Maintains records, conducts research, makes recommendations, and creates reports for the Fair Director

### **Other Duties**

- Participates in industry-related conferences to attain innovative ideas and program improvements
- Performs other related duties as required

## **Qualifications**

### **Skills and Abilities:**

- Proficient in English grammar, spelling, composition, and punctuation with strong verbal and written communication skills
- Skilled in social media and graphic design
- Excellent customer service skills with a solid understanding of policies, techniques, and objectives
- Possess strong problem-solving abilities, balancing varied customer needs and managing multiple tasks under tight deadlines
- Ability to work independently and collaboratively, providing high-quality public service
- Follow oral and written instruction
- Demonstrate integrity, creativity, and resourcefulness in assigned tasks
- Proficient in operating standard office equipment and job-specific software
- Ability to work evenings and weekends

### **Special Qualifications**

- Idaho driver's license and ability to operate a motor vehicle
- Must successfully complete a background investigation

### **Education and Experience**

- Bachelor's degree in communications, Marketing, Business, nonprofit management, or related field is preferred
- Two years' experience event planning is preferred
- An equivalent combination of experience and training may be considered

### **Essential Physical Abilities**

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks
- Ability to lift 25 lbs

### **Disclaimer**

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

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