

The Linn County Fair
PO Box 329
Central City, IA 52214
DATE: July 22, 2014

Contact: Heidi Steffen, The Linn County Fair, Marketing
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FOR IMMEDIATE RELEASE

Office Assistant Position Available

The Linn County Fair Association is looking to fill a position for an Office Assistant. The Office Assistant will be responsible for general bookkeeping duties, assisting in managing the Lynn Dunn Memorial (LDM) Building, assisting in managing and promoting rentals of the LDM Building, assisting in managing The Linn County Fair Association's Partnership Program, and fair week duties and other duties as assigned by The Linn County Fair Association Board of Directors.

Job Specifications

Quick learner

Flexible schedule with availability to work some weekends and during fair week

Strong organizational skills

Ability to work a maximum of 20 hours per week

Ability to work a minimum of 40 hours during fair week

Detail oriented individual

Ability to lift 50 lbs

Basic computer skills

For complete job description go to <http://thelinncountyfair.com/job-opening.html>

**Please submit resumes via email to:
jobposting@thelinncountyfair.com**

or by mail to:

**The Linn County Fair Association
Attn: Personnel Committee
P.O. Box 329
Central City, IA 52214-0329**