

New York State Association of Agricultural Fairs, Inc. (NYSAAF)

Executive Secretary

Job Description

Job Overview:

- The successful candidate will be responsible for the daily activity of the NYSAAF as needed and for the event management and implementation of the annual NYSAAF Convention.
- The position is appointed annually by the Board of Directors in April.
- Reports directly to the Executive Committee of NYSAAF, works closely with the President of the Association.
- Plans and organizes programs and activities of NYSAAF to assure that objectives are attained, plans are fulfilled, and member needs are met.
- Some travel may be necessary and is reimbursable

Essential Functions:

- Primary record keeper for the NYSAAF for the purpose of fostering continuity of the Association.
- Maintain effective internal and external relationships, preparing the annual Executive Secretary report, publishing the official NYSAAF newsletter and annual membership directory.
- Mailing membership statements and collecting dues
- Assist with maintain NYSAAF website and any social media posts as required
- Obtain sponsorships and maintain sponsorship revenue
- This position may be asked to perform other administrative duties as requested by the NYSAAF Board of Directors.
- Maintain information concerning traditions, policies, legal actions, minutes of meetings, contracts and official documents.
- Serve notice of, and attend Board of Directors meetings, committee meetings, and the Annual Meeting and is responsible for the minutes of same and their appropriate distribution.

Abilities:

- Oral communication skills: the ability to listen to and understand information and ideas presented by the NYSAAF Board and Membership
- Organizational skills: ability to plan & prioritize work, develop specific goals and work towards the accomplishment of set goals
- Communicate with outside organizations, representing the association to customers, government agencies and others

Requirements:

- Experience and knowledge of the Fair industry and its importance
- Knowledge of current computer applications (Microsoft, Google, Zoom, etc.)
- Minimum of 3 years of event planning in the Fair industry or like industry
- Attendance at board of directors meetings and the annual convention

Salary:

- Commensurate with qualifications and experience.

To apply send resume to: NYSAAF@gmail.com by June 15, 2022.