

Boundary County Fair Board Members

Ken Goggia, Chairman
Stacie Watts, Vice-Chairman
Bert Wood
Glenda Poston
Dave Wenk



Boundary County Fair Board

P.O. Box 3098
Bonners Ferry, ID 83805
Telephone: (208) 267-7041
Fax: (208) 267-8759
Email: bcfair@boundarycountyid.org

Assistant/Intern to the Boundary County Fair Manager

Position Overview:

The Boundary County Fair is seeking a dedicated and enthusiastic assistant to assist the Fair Manager with the preparation and execution of the 2025 Boundary County Fair. This position offers a valuable opportunity to gain hands-on experience in event coordination, marketing, and community engagement, while working closely with the Fair Manager, Fair Board, local businesses, and youth organizations like 4-H & FFA.

The assistant will work 20 hours per week from June 9th to August 29th, 2025, at a rate of \$17 per hour. During Fair Week (August 4-9, 2025), the intern will be expected to work additional hours to assist with event execution.

Key Responsibilities:

- Assist with preparation, setup, and execution of the Boundary County Fair
- Support the summer concert series with event logistics and organization
- Contribute to marketing efforts, including advertising designs to promote the fair
- Assist in organizing the volunteer banquet
- Help with ordering fair materials and supplies
- Work closely with Fair royalty, assisting them with events and duties
- Coordinate with local businesses to ensure smooth operations leading up to the fair
- Collaborate with Boundary County Extension 4-H & FFA for fair-related activities
- Perform general office tasks, including filing, answering calls, and managing correspondence
- Participate in and contribute to meetings and projects as directed by the Fair Manager and Fair Board

Required Skills & Qualifications:

- Ability to work under pressure and in high-stress situations
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to work well with children, community members, and local partners
- Attention to detail and strong problem-solving abilities
- Must be able to pass a drug test
- Must be available to work during Fair Week (August 4-9, 2025)
- Positive attitude, self-motivated, and adaptable to various tasks

Preferred Qualifications:

- Previous experience in event planning, marketing, or community outreach
- Knowledge or experience with 4-H & FFA organizations

How to Apply:

To apply for this internship, please submit the following materials:

- A completed application form (attached)
- A resume outlining any relevant experience or coursework
- A cover letter explaining your interest in this internship and what you hope to gain from the experience
- Two letters of recommendation

Deadline to Apply: May 1, 2025

Contact Information:

For questions or to submit your application, please contact:

Jaycee Atkins, Boundary County Fair Manager

Phone: O:208.267.7041 C: 208.304.0344

Email: bcfairmanager@boundarycountyid.org