

2024 Professional Development Contest Job Description 3

Livestock Competitive Events Coordinator

Job Description

Seeking an individual who is self-motivated and able to multitask while working in a fast-paced environment. Ideally this individual will coordinate all competitive event planning for the Sunnyside Livestock Show. This can include things such as data entry, contest organization, preparation, and execution, as well as other tasks that are deemed necessary. This individual will work closely with exhibitors, staff, and must practice effective communication to all.

Duties will include but are not limited to:

- Coordinate all competitive events for the livestock show
- Communicate with exhibitors and staff regarding entries, rules, results, and logistical needs.
- Promote competitive events to exhibitors and outside sources
- Coordinate exhibitor packet distribution, fulfillment, and mailing.
- Assist with data entry for the livestock show
- Maintain a database of all entries.
- Coordinate and prepare prizes/awards for contestants.
- Support adult volunteers in daily operations of the livestock show
- Maintain database of winning entries

Skills needed:

- Bachelor's degree in an agricultural related field.
- Proficient in Microsoft Excel and Microsoft Word
- Ability to Problem - Solve
- Critical Thinking Skills
- Ability to work in a team setting
- Must be willing to work late evenings and weekends
- Effective Communication
- Great time management skills
- Multi - task very well