Coconino County Parks and Recreation – Coconino County Fair Internship

Coconino County Parks and Recreation produces the Coconino County Fair, the largest event in Northern Arizona, with over 40,000 people attending the four-day event during Labor Day weekend (September 2-5, 2016). The Coconino County Fair is a tradition for many people living in Northern Arizona, as well as an opportunity for county youth to enter their exhibits in competition, thereby gaining leadership and interpersonal skills. The Fair features approximately 100+ food vendors, commercial vendors, and non-profit groups, as well as entertainment acts, and a carnival.

Coconino County Parks and Recreation currently has an opening for an Event Intern for the County Fair. The Event Intern will work closely with the Community Relations Coordinator and the Fair Planning Manager to coordinate this annual event.

**Status:** Temporary, part-time (20 hours per week), flexible, Monday through Friday primarily, with Fair dates September 2-5. Internship dates are May 23 – September 9, for a total of 16 weeks. This internship may be used for college credit if school allows. Stipend of $1,500.

**Duties include:**

- Provide support for The Coconino County Fair
- Event planning, promotion, and on-site execution including set up and tear down
- Conduct outreach to local community organizations, distribute fair books and outreach materials
- Develop and implement public relations and social marketing strategies
- Research and implement sustainability best practices for event planning
- Develop and assist with waste audit for event
- Assist with customer service at information desk
- Assist with vendor check-in process
- Other activities as designated

**Preferred Experience/Qualifications:**

- Excellent written and verbal communication skills
- Excellent customer service skills
- Attention to detail and the ability to follow through on projects
- Proficient in Microsoft Office Suite
- Must show initiative, creativity, and ability to work independently
- Ability to lift 20 lbs.
- Valid driver’s license and clean driving history preferred

**Learning Objectives:** Upon completion of the internship, the individual will have knowledge of and experience in parks and recreation management, event planning, communication, marketing and outreach, and event sustainability practices.

**Qualifications:** Currently enrolled student in Event Planning/ Parks and Recreation Management/ Nonprofit Management/ Communication major preferred.

**To apply:** Submit resume, cover letter, and writing sample to: parksrec@coconino.az.gov. Include “County Fair Event Intern” in the subject line. Applications are due April 22, 2016.

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