



Millarville Racing and Agricultural Society Office Coordinator

Position: Full-Time (seasonal variation in work hours)

Location: Millarville Racing and Agricultural Society, 306097, 192 Street West, Millarville, AB

Salary: Based on experience

Are you highly organized, detail-oriented, and passionate about supporting community-focused work? The **MRAS Office Coordinator** plays a central role in keeping our organization running smoothly. From managing facility rentals and coordinating events to keeping our office and website up to date, this position is ideal for someone who enjoys variety, problem-solving, and being the first point of contact and go-to person for a busy, multifaceted non-profit agricultural society.

What You'll Do:

- Manage facility rentals, including bookings, communications, contracts, and scheduling
- Support the planning and coordination of MRAS events, including the weekly Farmers Market
- Assist with promotions, marketing, and maintaining an active web and community presence
- Order and track office and maintenance supplies, ensuring smooth day-to-day operations
- Maintain and update the MRAS website and online communications
- Provide organizational and administrative support to the Operations Manager and leadership team
- Prepare correspondence, reports, and meeting materials
- Assist with record keeping, filing, and database management
- Act as a welcoming point of contact (reception) for community members, tenants, and partners
- Support volunteers and seasonal staff with administrative needs

What We're Looking For:

- Strong organizational and multitasking skills
- Excellent communication and interpersonal abilities
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and comfort with online platforms (website content management, Communal)
- Event coordination or office administration experience preferred
- Ability to manage competing priorities with attention to detail
- Experience in a non-profit or community-based environment (an asset)
- A proactive, problem-solving mindset with the ability to work independently and collaboratively
- Knowledge of or interest in agriculture, community events, or facility operations (a plus!)



MRAS provides authentic family experiences and exceptional facilities which celebrate our agricultural heritage, inspiring a sense of belonging for the community.



Why Join Us?

At MRAS, you'll be part of a dynamic and community-driven organization that values teamwork, innovation, and service. This role offers variety and the chance to see your efforts directly contribute to community success.

- ✓ Competitive salary
- ✓ Health benefits plan
- ✓ Work that makes an impact in your community

👉 **Apply Today!** Send your resume and cover letter to Cori Thompson, Operations Manager via email ops@mras-track.com



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