

Washington County Expo

Part-Time Event Intern

Responsibilities/duties include but not limited to:

- Answer phone calls, furnish information, provide direction and maintenance to Expo Website
- Receive and distribute mail
- Manage and collect all rental related data including receipt of rental income
- Maintain rental contracts and requirements
- Serve as liaison between renter and Director
- Manage and collect all rental related data
- Assist Director in maintenance of Expo website
- Digitize historical records
- Other associated duties as assigned or necessary in fulfilling the position requirements

**APPLICATIONS ARE AVAILABLE AT AND
RETURNABLE TO**

Human Resources Office

Washington County Annex Building

105 West Main St, Suite 101, Brenham, Texas

Email: hr@wacounty.com www.co.washington.tx.us

Equal Opportunity Employer