



Executive Assistant and FOIA Officer

Park District of Oak Park

Contact Name: Desiree Hines

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Closing Date:

Salary: 50,000 yearly

Description:

To apply online and view full job description please click the link

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=57519&clientkey=41D8300184906117978771C10E755DC6>

Over View:

The Executive Assistant is a Full-Time Position reporting to the Executive Director. We offer a competitive compensation starting salary of \$50,000 a year. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, \$300 reimbursement for wellness related activities in 2022, tuition reimbursement, vacation, holidays, sick time and personal days.

Job Purpose:

The Executive Assistant and FOIA Officer performs complex administrative support for the Executive Director and assists, when necessary, Department Directors/Superintendents. Work requires the exercise of considerable initiative, independent judgement, and discretion with information with regards to correspondence, telephone calls, visitors, and mail.

The Park District of Oak Park is an Equal Employment Opportunity Employer!