



## **Digital Content & Graphic Supervisor**

### Arlington Heights Park District

**Contact Name:** Amy Seklecki  
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**Contact Phone:**  
**Closing Date:**  
**Salary:** \$55,000-\$60,000

#### **Description:**

##### OVERVIEW

The Arlington Heights Park District (AHPD) is a public park and recreation agency located in Arlington Heights, Illinois—the largest community in Chicago's prestigious northwest suburban corridor. Our mission is to enrich the community by providing fun, accessible and impactful recreation and facilities for every age and season. We aim to serve everyone equally and fairly across our 22 facilities—including five community centers with outdoor pools, Arlington Ridge Center, two tennis clubs, two public golf clubs, Lake Arlington, Arlington Heights Historical Museum and Senior Center—and 58 parks across 716 acres of land. In our 97-year history we have earned multiple distinctions recognizing our high-quality standards of excellence, including three National Gold Medal Awards, maintaining a Moody's AAA bond rating for nine years and receiving multiple awards for fiscal responsibility.

##### GENERAL MARKETING AND COMMUNITY ENGAGEMENT INFORMATION

Want to join a top-notch, dynamic team that is dedicated to bringing the FUN every day to Arlington Heights through high quality programs, facilities and open spaces? Join us and be on the forefront of several exciting district initiatives including a website overhaul, the celebration of our 100th year anniversary and launching a mobile app and more. The opportunities to be successful here are endless!

##### JOB SPECIFIC INFORMATION

It's Arlington Heights Park District mission to enrich the community by providing quality recreation, facilities and fun. We are seeking a candidate who is passionate about helping us strive to exceed our mission. As the Digital Content & Graphic Supervisor, you'll draft, post and analyze AHPD social media accounts, manage website content, create and execute email blasts and design a wide variety of marketing materials.

##### ESSENTIAL JOB DUTIES

Manages the design and content development of email marketing to support District communication needs and initiatives

Maintains social media presence across all digital channels including content creation, scheduling and metrics

Designs a wide variety of materials for digital media with the intent to promote the District, its programs and facilities through email blasts, website, social media, online advertisements, etc

Maintains the District's related website and web content. WordPress experience preferred

Serves as the primary District photographer and videographer for events and programs to continually enhance the digital marketing library

Ensures an outstanding customer experience that supports the Arlington Heights Park District brand with great service, friendly and pleasing environments, open communications, and efficient, organized operations at all agency locations

Continually improve customer service methods by pursuing trends and innovations in technology, training and operations in the service sector industry

#### EDUCATION, EXPERIENCE AND TRAINING

BA/BS in Marketing, Marketing Research, Integrated Marketing Communications or closely related field from an accredited college or university

Minimum of 3-5 years of demonstrated success in marketing, marketing research or integrated marketing communications

Or, any equivalent combination of education, experience and training

Valid Illinois Class "D" Driver's License

CPR and AED Certification required within six months of employment

<https://ahpd.bamboohr.com/careers/38?source=aWQ9MjQ%3D>