



Special Event Coordinator

Wheaton Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$50,000 - \$55,000 DOQ

Description:

Join the Wheaton Park District as the Special Event Coordinator and help to create fun! We are seeking an individual who is enthusiastic and knowledgeable about events, logistics, partnerships, and marketing. The ideal candidate is motivated, creative, organized, and able to problem solve. As a member of the Marketing Team, this position is interactive and collaborative with all departments within the park district.

The Position:

Under the direction of the Special Event Manager, the Special Event Coordinator is responsible for supporting the marketing team as it relates to special events, sponsorship, fundraising, and partnerships. This position works as part of a team to coordinate all aspects of event planning, logistics, promotion, budgets, sponsorship procurement and fulfillment, meeting revenue goals, execution, and evaluation. Responsibilities include events such as community festivals, summer concert series, and 5K races.

Why you should apply:

Park districts are all about leisure, recreation and conservation. If this interests you, we offer the following:

\$50,000 - \$55,000 per year.

Health (HMO or PPO), with very low employee contribution for employee, spouse, and dependents.

100% employer paid dental insurance for employee, spouse, and dependents.

100% employer paid vision insurance for the employee.

100% employer paid life insurance at 1.5 times your annual salary.

Health insurance incentive up to \$4,500 per year.

FSA and Dependent Care pre-tax via payroll deduction.

Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions.

Paid time off including 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.

Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family

members eligible for insurance coverage.

Tuition Reimbursement, discounts on merchandise, professional memberships, and other voluntary benefits.

The Qualifications:

To be considered for this position, we are looking for:

Minimum of a Bachelor's degree in hospitality, marketing, special events, recreation, communication, or a related field and a minimum of two (2) years of experience in special events, event sponsorship, sales, fundraising, or marketing field; or equivalent combination of education and experience.

Must have experience with Microsoft Office Suite and desktop publishing software.

Must be willing to work evenings and weekends for after-hours special events.

Must have great organizational skills, interpersonal, written and verbal communication skills.

Must be able to multi-task and work calmly and effectively under pressure.

Experience in social networking and social media a plus.

Must have a valid driver's license with acceptable driving record.

CPR/AED certified or obtain within one (1) year of employment.

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/52e94706-af80-f317-7ece-aaa6225295fd/apply?source=2368304-CS-26822>

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V