



Marketing Coordinator

Southeast Association for Special Parks and Recreation (SEASPAR)

Contact Name: Morgan Mason

Contact E-mail: mmason@seaspar.org

Contact Phone: 630.960.7622

Closing Date: 2023-03-27

Salary: \$60,000-\$72,000

Description:

Are you an experienced marketer with an eye for design and a heart of gold? Would you love to have the benefits of a government job with the feel-good work of a nonprofit? Are you looking for a place to grow with a great team by your side? Then SEASPAR is the place for you!

SEASPAR (the South East Association for Special Parks And Recreation) is a special recreation association providing year-round recreational programs and services to residents with disabilities in the following communities in Illinois: Brookfield, Clarendon Hills, Darien, Downers Grove, Indian Head Park, La Grange, La Grange Park, Lemont, Lisle, Western Springs, Westmont, and Woodridge. SEASPAR offers year-round programming for all ages and all disabilities, including: weekly social, artistic, cultural, and fitness programs; special events and trips; Special Olympics training; adapted sports; multi-sensory rooms; and much more!

SEASPAR is currently seeking an energetic, creative, and flexible candidate for our Marketing Coordinator position, which is responsible for developing and overseeing all activities related to the promotion and awareness of SEASPAR programs and services.

(Please note: As this is a position that requires design skills and attention to detail, resumés and cover letters that are poorly designed or contain errors will not be considered. Be sure to include any volunteer work in your submission. The deadline to apply is Monday, March 27.)

Duties Overview

The Marketing Coordinator will conceptualize, plan, and implement all marketing, advertising, and public relations initiatives for SEASPAR.

Day-to-day duties primarily include design work, content development, website management, social media management, print project management, media relations, and photography.

A full list of duties is available in the position's job description on the SEASPAR website.

Required Education and Experience

The Marketing Coordinator should be graduated from an accredited college or university with a minimum of a bachelor's degree in public relations, journalism, marketing, communications, or other related field. The Marketing Coordinator must have a minimum of two years of successful full-time experience in public relations or marketing.

Essential Functions

Must be able to sit 70% of the workday. Must be able to carry supplies up to 35 lbs. for up to 100 feet. Must have the ability to use telephone, computer, and office equipment and access files in cabinets. Must have mobility to move from one facility to another during the workday. Must have regular and predictable on-site attendance.

Condition of Employment

The Marketing Coordinator must be a licensed driver, provide and insure their own car and use their own car for SEASPAR business, and pass the pre-placement physical and background check.

Work Schedule and Location

The typical hours for the Marketing Coordinator are Monday-Friday, 8:30 a.m.-4:30 p.m. However, attendance at evening and weekend programs and events is frequent and required. This position's primary workplace is located at SEASPAR's remote site at the Darien Sportsplex; however, work-from-home options are negotiable. Frequent travel between the primary workplace and the main SEASPAR office in Downers Grove is required.

Compensation

In exchange for your time and talent, this position offers competitive compensation with a starting salary of \$60,000-\$72,000 based on experience and qualifications, in addition to medical, dental, vision, and life insurance, Illinois Municipal Retirement Fund pension plan, medical and dependent flexible spending account, paid time off (including holiday, vacation, personal, and sick), and tuition reimbursement.

Our Promise

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at SEASPAR, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, pregnancy, marital status, genetic information, or any other protected characteristic as established by applicable law.

To Apply

Interested professionals should complete an application for the Marketing Coordinator position on the SEASPAR website.