



## **Graphics Communication Coordinator**

### **Northwest Special Recreation Association**

**Contact Name:** Darleen Negrillo

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**Closing Date:** 2023-06-09

**Salary:** \$46,237.75 - \$49,127.74 annually

#### **Description:**

Northwest Special Recreation Association (NWSRA) enriches the lives of children and adults with disabilities through a partnership with 17 Park Districts located within the northwest suburbs of Chicago. NWSRA provides outstanding recreation opportunities for people with disabilities within our partner Park Districts through weekly programs, adult day programs (PURSUIT), special events, day camps and inclusion in Park District programs. NWSRA is a park district that serves people with disabilities.

**Job Purpose:** Under the direction of the Superintendent of Marketing & Communications, this position is responsible for Northwest Special Recreation Association (NWSRA) and Special Leisure Services Foundation (SLSF) marketing and communications materials. Responsibilities include but not limited to:

- Manage, plan, design, layout, write, edit, proofread and produce all NWSRA and SLSF print promotions, graphic materials and on-site displays.
- Enhance and maintain an identity (brand) for the Association and Foundation.
- Write, create, and monitor all of the content on NWSRA/SLSF social media sites.
- Supervise/manage the entire production process for the seasonal program guides.
- Coordinate with outside contractors including photographers, printers, copier vendors and other vendors as needed.
- Assist with preparation of board summaries, monthly reports and special reports, as needed.
- Coordinate copier and printer contracts, usage, maintenance, supply ordering including copier/printer paper and toner and training.

**Qualifications:** A BA/BS in Graphic Design or a related field. Knowledge on designing and editing brochures, publications, websites and marketing materials. An understanding of multiple types of software; such as, Word Press, Adobe InDesign, Illustrator, Photoshop, Acrobat, Bridge and Microsoft Office Suite (Word, Excel, PowerPoint, etc.). Social Media and Photography skills a plus.

#### **Scheduling and Pay:**

This is a full-time, exempt position. Weekly schedule is generally 40 – 45 hours. Attending agency events are required. Hiring Range \$46,237.75 - \$49,127.74 annually.

Benefits we offer:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Group Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension Plan
- Mission Square Retirement 457b Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Personal Days
- Employee Assistance Program (EAP)

To Apply:

Visit us at [www.nwsra.org/jobs](http://www.nwsra.org/jobs) to complete an online application and submit your current resume. For questions on this position please call Darleen Negrillo - Superintendent of Administrative Services at (847)392-2848 or email at [dnegrillo@nwsra.org](mailto:dnegrillo@nwsra.org).

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