



Digital Communications Specialist (Part-Time)

Glenview Park District

Contact Name:

Contact E-mail: anna.ables@glenviewparks.org

Contact Phone:

Closing Date:

Salary: \$22.50/hour and up, DOQ

Description:

**JOB OPPORTUNITY with the Glenview Park District:
Digital Communications Specialist (Part-Time)**

JOB SUMMARY:

As the Digital Communications Specialist, you will be responsible for managing Glenview Park District's website and social media channels. In this role, you will have the opportunity to work directly with the Director of Brand Strategy and Community Engagement, the Partnership Manager, the Marketing Team and various programming staff and assist on digital aspects of marketing campaigns. In addition, you will work with an outside team of website developers and be responsible for maintaining, editing and improving the District website. Specific duties include, but are not limited, to:

- Proactively managing the website to highlight new information and ensure content is accurate, up-to-date and dynamic
- Collaborating with all partner charitable organizations (Glenview Park Foundation, Friends of Wagner Farm and Grove Heritage Association) regarding website updates and improvements
- Managing social media, working with Marketing Specialists to carry out marketing plans and campaigns
- Assisting with seasonal brochure coordination, gathering program information and ensuring information accuracy through the process
- Coordinating and tracking payment for social media advertising and posts
- Working with website developers to test, review, and approve larger website improvements and changes

QUALIFICATIONS:

The successful candidate will have a bachelor's degree in Marketing, Communications, Advertising or related field and at least 2 years of experience with social media and website management. Advanced knowledge and experience with WordPress and HTML, Word, Excel, PowerPoint, and Outlook preferred. Experience with Adobe Suite and understanding of design best practices are a plus. Excellent communication, organization and time-management skills are a must.

SCHEDULING, PAY & BENEFITS:

This is a part-time position working approximately 25 hours a week. Hours are generally Monday through Friday 8:30am – 5pm, plus additional evening and weekend work as required. Target hiring range is \$22.50/hour and up, dependent on qualifications. Complimentary fitness center membership, indoor and outdoor pool membership and additional facility discounts!

TO APPLY:

Please visit www.glenviewparks.org and click on “Jobs” in the upper right corner
If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.