



## **Special Services Coordinator**

### Village of Grayslake

**Contact Name:** Kelly Karl

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**Contact Phone:** 847-223-8515

**Closing Date:**

**Salary:** \$80,000 - \$92,000

#### **Description:**

The Village of Grayslake (population 21,248) is actively seeking qualified candidates for a full-time special services coordinator.

Working under the general direction of the village manager and as part of the management team, this position includes a combination of direct management responsibilities and oversight, through various onsite staff, of Village special service facilities including the family aquatic center and the Grayslake Senior Center. This position will also be directly responsible for the Village's communications program, grant pursuit efforts, and sustainability programs.

The successful candidate must possess excellent verbal and written communication skills and have proven skills in various software applications including Microsoft Office and Canva. This position requires a high level of integrity in dealing with confidential and sensitive information. The successful candidate must be able to prioritize work responsibilities, meet deadlines, exercise good judgement, and work independently as well as part of a team. Excellent customer service skills as well as a willingness to take on new responsibilities are a must.

The successful candidate must have 3+ years of relevant municipal experience. Experience with parks & recreation management and/or communications is also preferred. A bachelor's degree from an accredited college or university is preferred, but consideration will also be given to candidates with 5+ years of relevant professional experience in lieu of a bachelor's degree.

The salary range for this position is \$80,000-\$92,000. Starting salary will be within the salary range and will be dependent on qualifications. Position also includes an excellent benefits package.

Interested & qualified candidates should submit a cover letter, resume, and completed employment application immediately to: Kelly Karl, [kkarl@villageofgrayslake.com](mailto:kkarl@villageofgrayslake.com). This position is open until filled.