



## **Executive Assistant**

### Mundelein Park & Recreation District

**Contact Name:** Tina Brewer

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**Closing Date:**

**Salary:** \$56,915.20 - \$71,144.00 DOQ

#### **Description:**

With an upcoming retirement, the Mundelein Park & Recreation District is excited to announce an opening for a Full-Time Executive Assistant. This key role supports the Executive Director in managing the daily administrative responsibilities of the District. We're seeking an individual who thrives in a fast-paced environment, has exceptional organizational skills, and pays close attention to detail. Join our fun and supportive team during this dynamic time of strategic growth, as we work to meet the evolving needs of our vibrant community.

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

The Executive Assistant will be responsible for coordinating and performing administrative and clerical assistance to the Executive Director and Board of Commissioners. Additional responsibilities may include assisting other departments and employees under the direction and discretion of the Executive Director. Handles details of a highly confidential and critical nature. Assists with special projects, creating reports, statistical tracking and database management.

#### **Qualifications – Education, Experience and Training**

High School Degree or G.E.D. required. College graduate preferred. Minimum of five or more years of clerical and/or administrative assistance for high functioning and fast paced executive positions. Must exhibit strong verbal and written communication skills with a focus on providing excellent customer service to both internal and external customers. Experience within a park district, government or municipality setting preferred. Extensive job knowledge associated with administrative tasks of park and recreation organizations. Highly detailed with reviewing letters, manuals and projects. Highly proficient with Microsoft Office and other office software related to planning and surveys. CPR, First Aid and AED Certification required within six months of employment.

#### **Pay, Benefits and Work Schedule**

This is a full-time, non-exempt position. The hiring wage range is \$56,915.20 - \$71,144.00, depending on qualifications. The full wage range is \$56,915.20 - \$85,372.80. The work schedule is typically Monday – Friday from 8:30am – 5:00pm, some evening hours will be required for attendance at monthly board meetings. Our full-time benefit package includes:

- Low premium Medical, Dental and Vision Insurance
- Paid incentive if medical coverage is not needed
- Flexible Spending Accounts – Health and Dependent Care
- Group Term Life Insurance 1 Year Salary (District Paid)
- Voluntary Additional Life Insurance
- Employee Assistance Plan (District Paid)
- IMRF Pension (Retirement and Disability)
- 457 Retirement Plans (Nationwide and The Standard)
- Paid Vacation, Personal, Sick and Holiday days
- Employee Wellness Program Incentives
- Complimentary Fitness Membership and Aquatic Passes for you and your family
- Complimentary and discounted Recreation Programs and Group Lessons for you and your family
- Once complimentary round of golf per month at Steeple Chase Golf Club
- Tuition Reimbursement Program
- Discounted onsite Child Day Care, Before/After School Care, Preschool and Summer Day Camp

Don't miss this opportunity, apply today at [www.mundeleinparks.org](http://www.mundeleinparks.org). Applications will be reviewed upon receipt and qualified candidates will be contacted shortly thereafter.