



Marketing Coordinator

Mundelein Park & Recreation District

Contact Name: Christa Lawrence

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Closing Date:

Salary: \$18.70 - \$23.37 DOQ

Description:

Are you a creative and energetic individual looking for a fun and engaging part-time job? Join the Mundelein Park & Recreation District as a Marketing Coordinator! We're seeking someone with a background in graphic design and social media marketing to help bring our programs and events to life. This in-person position is 20 hours per week during regular office hours (Monday–Friday), with occasional weekend hours. Enjoy a fun work environment while gaining valuable experience in marketing and community engagement.

Summary

The Marketing Coordinator works closely with the Director of Marketing & Communications to promote all District programs, facilities, and events and disseminate pertinent information to the community.

Qualifications – Education, Experience and Training

Bachelor's degree in marketing, graphic design, or closely related field is preferred. Minimum three years' experience in a marketing or graphic design field. Good writing, grammar, and general computer skills are essential. Proficiency in Adobe Creative Suite (InDesign, Photoshop and Illustrator, Premiere Pro) and Microsoft Office in PC environment are required. Additional photography, animation, and video production or editing skills are a plus. Bilingual abilities are also a plus. CPR, First Aid and AED Certification required within the first 90 days of employment. A valid State of Illinois driver's license is required.

Duties and Responsibilities

Essential Functions

- Collaborate with the Marketing & Communications Team to conceptualize, plan, design, and execute marketing campaigns for programs, special events, and district projects.
- Assist with monitoring and maintaining social media platforms.
- Assist with monitoring and updating the District website.
- Assist with updating indoor and outdoor marquees.
- Maintain the District brand, voice, and style guide.
- Take photographs and videos of programs and special events.

- Stay abreast of best practices and trends for social media and marketing.
- Create monthly newsletters such as the Regent Report.
- Create e-newsletters in Constant Contact.

Pay, Benefits and Work Schedule

This is a Part-Time, non-exempt position. The hiring wage range is \$18.70 - \$23.37 per hour, depending on qualifications. The full wage range is \$18.70 - \$28.04. The work schedule is 20 hours per week Monday – Friday between business hours. Our part-time benefit package includes:

- IMRF Pension (Retirement and Disability)
- Paid Vacation, Personal, Sick and Holiday days
- Employee Wellness Program Incentives
- Complimentary Fitness Membership and Aquatic Passes
- Discounted Recreation Programs and Group Lessons

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.

Don't miss this opportunity, apply today at **www.mundeleinparks.org**. Applications will be reviewed upon receipt and qualified candidates will be contacted shortly after.