



Marketing Supervisor

Des Plaines Park District

Contact Name: Nicole Dale

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Closing Date:

Salary: \$53,000-\$58,000

Description:

Due to an upcoming retirement this fall, we are looking to hire a Marketing Supervisor! If you are interested, please head over to dpparks.org and click on the Jobs link.

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION:

Job Title: Marketing Supervisor

Grade: 8

FSLA: Exempt

Department: Administration

SUPERVISORY RELATIONSHIPS:

Reports to: Marketing & Communications Manager

BASIC FUNCTION:

Create and maintain a positive public image for the Des Plaines Park District through professional communication between the Des Plaines Park, the public, community organizations, print and online platforms. Create District program and event materials, both print and digital. Opportunity to work from home during peak workloads.

ESSENTIAL DUTIES:

1. Design and plan content and strategies for the District's social media platforms – including graphic design, video editing, photo selection, and analytics
2. Create recreation program and event marketing materials
3. Take photographs at special events, programs, classes and facilities, including selecting and editing photos

4. Maintain photo library and archiving for the Park District
5. Coordinate graphics for digital signage
6. Assist with updating Park District website
7. Monitor, assist and respond to general social messages for the Park District in a timely manner
8. Measure and report on performance of all digital campaigns and assess against goals
9. Maintain consistent weekly office hours

OTHER DUTIES:

1. Update marketing displays and park kiosks at District and non-District facilities as needed and replenish program guide to Des Plaines train station.
2. Manage the District's sponsorship program, including agreements and ensure fulfillment of sponsor benefits
3. Create online photo galleries for all programs and events
4. Coordinate and assist staff with the Park District iPhone & Canon camera check-out system.
5. Maintain current files of print media archiving
6. Represent the Park District at photo opportunities with School District 62, the press, community leaders, and organizations, staff and the public

POSITION QUALIFICATIONS:

Education: Bachelor's Degree in Marketing, Graphic Design, Digital Arts, Communications or other related field

Experience: One year related experience including published work. Experience with professional photography and photo manipulation.

Certifications: CPR and First Aid Certifications. Valid Illinois Driver's License.

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

Des Plaines Park District is an Equal Opportunity Employer. Des Plaines Park District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. If you need any special accommodations, please contact our HR Coordinator, Ellie Asa, at the Park District at 847-391-5099 or email at ellie.asa@dpparks.org so that we may make the necessary arrangements for you.