



Marketing Graphic Designer

Park District of Oak Park

Contact Name: Desiree Hines

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Closing Date:

Salary: \$25.00 Hourly

Description:

Click here to view full job description and apply online today!

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=526106&clientkey=41D8300184906117978771C10E755DC6>

Overview:

The **Marketing Graphic Designer** is a Full-Time Position. We offer competitive compensation. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, tuition reimbursement, vacation, holidays, sick time and personal days.

Job Purpose:

Under the direction of the Director of Marketing and Community Engagement, the Graphic Designer is responsible for the design and production of high-quality visual content that supports the promotion of the District's programs, services, and facilities across both print and digital platforms. This position plays a key role in maintaining and evolving the Park District's brand, and in ensuring consistent, effective, and engaging communications across all platforms.

Essential Functions:

- Design and produce print marketing materials such as direct mail pieces, flyers, posters, signage, advertisements, booklets, banners, and seasonal program guides.
- Prepare files for print production and liaise with vendors to ensure quality output and timely delivery.
- Assist with developing digital content for PDOP's website, social media, and electronic newsletters.
- Lead the layout and design of the District's seasonal program guides, working closely with programming and marketing staff to meet production deadlines.
- Collaborate with internal departments to design targeted marketing for programs, events, and facilities.
- Contribute short-form copywriting and editing to enhance the clarity and impact of design pieces, including headlines, captions, and calls-to-action, ensuring each piece is both visually and verbally effective and error-free.

- Ensure visual consistency and brand integrity across all communication channels by adhering to established brand guidelines.
- Contribute to brainstorming and planning meetings and support special projects as assigned.
- Stay up to date on industry trends, tools, and best practices in design.
- Attend staff meetings as necessary.

The Park District of Oak Park is an equal opportunity employer!