



Communications Support Coordinator

Forest Preserve District of DuPage County

Contact Name: Mitchell Deery

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Contact Phone: 630-933-7678

Closing Date:

Salary: \$24.25 - 27.30 per hour.

Description:

Make an impact while sharing the story of nature, community, and conservation.

The Forest Preserve District of DuPage County is looking for a **Communications Support**

Coordinator to help bring our mission to life-connecting people to nature through high-quality public communications and community storytelling.

As a key part of the Communications team, you'll support creative projects, media relations, and digital communications that inspire public interest in our preserves, programs, and initiatives. If you love writing, organizing details, and working on a collaborative team with a mission, this is the role for you. You'll work in a supportive environment where creativity, public service, and team collaboration thrive.

What You'll Do

- Review and fact-check digital and print publications, press releases, and other materials to ensure clarity and accuracy.
- Support website and intranet updates, quarterly calendar coordination, and internal content posting.
- Help maintain the district's photo library and support content creation for social media.
- Monitor and organize internal communications requests to help keep projects moving.
- Assist in researching and identifying media contacts, track coverage, and prepare summaries.
- Coordinate and support events like ribbon cuttings, groundbreakings, and dedications.
- Provide behind-the-scenes support for meetings and presentations, including writing reports and creating handouts.
- Use Microsoft Office and other software tools to create reports, track data, and support communications efforts.

What You'll Need

- Must be 18 years of age at time of hire.
- Associate's Degree (or 60 college credits equivalent) required in communications, journalism, public relations, marketing, or related field, with a Bachelor's Degree preferred, 1-3 years of related work experience, or equivalent combination of education, training, and experience.

- Valid Driver's license in good standing.
- Excellent attention to detail and accuracy.
- Proficiency with Microsoft Office Suite.
- Strong interpersonal and communication skills, both verbal and written.
- Ability to work independently and take initiative as well as collaborate as part of a creative team.
- Ability to establish rapport and maintain effective working relationships with the public, staff, vendors, and other internal and external stakeholders.
- Ability to prioritize and manage multiple tasks and projects while interpreting and applying complex written and verbal instructions.
- Spanish bilingual preferred.

Schedule, Pay & Benefits

- Full-time: Monday - Friday, 8:00 am - 4:30 pm.
- Starting Pay: \$24.25- 27.30 per hour.
- We offer an outstanding and affordable benefit package including medical, pension program, and more. To find out more, visit our website.

Work Setting

- Based out of the Headquarters facility in Wheaton, IL.

Apply Today

Follow the link to apply directly and be considered for the position.

Communications Support Coordinator - Wheaton, IL - Forest Preserve District of DuPage County Jobs

Additional information about the position and job duties can be found in the attached job description on our website.

The Forest Preserve District of DuPage County is committed to fostering a diverse and inclusive workplace built on a foundation of respect, integrity, teamwork, and excellence. Our organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.