



Parks & Planning Administrative Assistant

Elk Grove Park District

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Closing Date:
Salary: \$21.17 - \$24.52

Description:

Are you an experienced administrative professional seeking a rewarding opportunity with an outstanding Park District?

Look no further — the **Elk Grove Park District** is hiring!

Proud recipient of the **2023 Exceptional Workplace Award** from the Illinois Park and Recreation Association, the Elk Grove Park District is located in Elk Grove Village, a vibrant northwest suburb of Chicago just 10 minutes from O'Hare International Airport.

We are currently seeking a **Full-Time Administrative Assistant** to support our **Parks & Planning Department**. This role is responsible for overseeing day-to-day administrative functions and providing essential support to ensure smooth department operations.

Join our award-winning team and make an impact in a community-focused environment!

View full job description and apply online at <https://elkgrovecparks.bamboohr.com/careers/269>
Elk Grove Park District is an Equal Opportunity Employer