



Administrative Operations Coordinator

Winnetka Park District

Contact Name: Elizabeth Dostert

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Closing Date:

Salary: \$30.69-\$36.83/hr

Description:

The Winnetka Park District has an immediate opening for an Administrative Operations Coordinator to oversee administrative processes, primarily focusing on Board functions and organizational compliance. This includes coordinating and enhancing workflows, ensuring the effective administration of contracts and policies, and managing special projects such as accreditation and cloud-based record systems maintenance and implementation. Collaborates closely with the Executive Director, Board of Commissioners, and department heads to maintain operational excellence and confidentiality. Oversees the planning, organization, and execution of Park Board meetings and manages the Park District's record retention program in alignment with administrative policies and best practices. The Administrative Operations Coordinator reports to the Executive Director.

There are perks for joining our team! Full-time staff receive a comprehensive benefits package that includes medical, dental, vision, and life insurance; immediate enrollment in IMRF, the district's defined pension program; continued education tuition reimbursement program; paid time off benefits; facility usage benefits; and others.

Qualifications:

- Bachelor's degree in business administration, public administration, communications, parks and recreation, or a related field from an accredited college or university or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job.
- At least three (3) years of full-time relevant work experience in high-level administrative roles. Experience in managing special projects, contracts, and administrative systems required. Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Teams).

- Must possess a valid Illinois class “D” driver’s license for occasional travel to meetings/events. Must complete annual Freedom of Information Act (“FOIA”) training required by the State of Illinois. Must possess or be able to obtain upon hire and keep current authorized notary public status issued by the State of Illinois. Must obtain and keep current CPR/AED and first aid certification. The District will pay for required training and certificate(s).

Work hours: This position works at least 40 hours per week. Work hours are generally Monday through Friday, 8:30 a.m. to 5:00 p.m. The start and end times may be flexible based on learning agility and competence. Depending on the district's needs, Board of Commissioners' meeting schedule, and special events, the employee may work additional or flexible hours, including evenings, weekends, and the Fourth of July.

Follow the link below for a full job description and to apply for this position:

<https://jobs.keldair.com/Winpark/jobs/93278?token=V9NuPQqZo0uKaDbGQSSzFg>