



Marketing Coordinator

Dundee Township Park District

Contact Name: Jackie Pierce

Contact E-mail: jpierce@dtpd.org

Contact Phone: 847-428-7131

Closing Date:

Salary: \$48,000 - \$54,000 / Depends on Experience

Description:

Join Our Team as a Marketing Coordinator!

Are you a creative storyteller with a passion for digital media, community engagement, and making a difference? Dundee Township Park District is seeking a dynamic Marketing Coordinator to help us share our story and connect with our vibrant community!

What You'll Do:

- **Bring Our Brand to Life:** Collaborate with the Superintendent of Marketing and Communications to elevate the DTPD brand across digital platforms—websites, social media, and email campaigns.
- **Create & Curate Content:** Capture the spirit of our parks and programs through compelling photography, videography, and writing. You'll be the District's official photographer and videographer, producing engaging content for Facebook, Instagram, TikTok, YouTube, and more.
- **Drive Digital Engagement:** Develop and execute digital marketing campaigns, manage our social media presence, and foster a sense of community online.
- **Measure Success:** Track and report on campaign performance, using tools like Google Analytics and Constant Contact to ensure our messages resonate.
- **Collaborate & Innovate:** Work closely with other departments, support community outreach, and help secure sponsorships and partnerships.
- **Stay Ahead of Trends:** Keep DTPD at the forefront of digital media by staying current with industry trends and emerging technologies.

What We're Looking For:

- Bachelor's degree in Marketing, Communications, Journalism, or related field.
- 1–2 years of marketing experience, with a strong emphasis on social media.
- Proficiency in Adobe Creative Suite (Premiere Pro, Photoshop), Microsoft Office, Constant Contact, and WordPress.
- Outstanding photography and video creation skills.
- Excellent written and verbal communication skills.
- Project management, organization, and time management abilities.
- Spanish language skills are a plus!
- Valid driver's license required.

Why Dundee Township Park District?

- **Impact:** Your work will inspire community participation and enhance the quality of life for our residents.
- **Creativity:** Every day brings new opportunities to tell our story in fresh, innovative ways.
- **Growth:** Attend conferences, workshops, and seminars to stay at the top of your field.
- **Teamwork:** Join a supportive, enthusiastic team dedicated to excellence.

Perks & Benefits:

A collaborative, team-oriented environment where your contributions are valued.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plans.
- Dental and vision insurance plans.
- District-paid life insurance, with options for spouse and dependent coverage.
- Participation in IMRF (retirement, disability, death benefits).
- Paid vacation, sick leave, personal days, and holidays.
- Sick bank leave and paid bereavement leave.
- Employee Assistance Program (EAP).
- Deferred compensation retirement plan.
- Flexible spending accounts for unreimbursed medical and dependent care.
- Free family memberships to our facilities and discounts on programs, merchandise, and concessions.
- Educational assistance, professional development, and organizational memberships.
- Service Awards Program and employee social activities.
- Wellness Incentive Program and access to Credit Union (KCT).

Additional Details:

- Full-time, non-exempt position (Monday–Friday, 40 hours/week; some evenings/weekends required).
- Work both indoors and outdoors in a variety of settings.
- Physical activity required (lifting, standing, moving equipment, etc.)

Ready to make your mark? Apply today and help us create memorable experiences for the Dundee Township Park District community! To Apply: <https://dtpd.bamboohr.com/careers/203>