



Summer Marketing & Communications Intern

Lombard Park District

Contact Name: Nicole Kondraschow

Contact E-mail: nkondraschow@lombardparks.com

Contact Phone: 630-953-7300

Closing Date:

Salary: \$16.00/hr.

Description:

Are you creative, organized, and ready to see your work in action? The Lombard Park District is seeking a Marketing & Communications Intern to support promotions, content creation, and community engagement efforts. This is a great opportunity to gain practical marketing experience, collaborate with a dynamic team, and help connect our community to the programs and places they love. We offer flexible schedules, opportunities to work outside, and develop new skills.

Job Summary:

Under the direction and supervision of the Superintendent of Marketing & Communications, the Marketing & Communications Intern will gain hands-on experience by assisting with the creation and promotion of content across multiple platforms. Responsibilities include supporting seasonal activity guides, e-newsletters, flyers, the website, and social media, as well as photography, video creation, and press releases. The intern will also help promote the District at summer special events, providing opportunities to build marketing skills, grow a professional portfolio, and learn about community-focused communications within a park district setting.

Hours:

Tuesday- Friday from 9:00 am – 4:00 pm with the ability to work a flexible schedule, including nights and weekends as needed or assigned.

Qualifications and Training Expectations:

- Currently enrolled in or recently graduated from a college or university program in Marketing, Communications, Graphic Design, Public Relations, or a related field.
- Exceptional oral and written communication skills, with the ability to clearly convey ideas and information.
- Strong problem-solving skills with the ability to interpret situations and respond effectively.
- Knowledge of and ability to utilize Adobe InDesign, Illustrator, and Photoshop, as well as WordPress and Microsoft Office applications (Word, Excel, Access, and PowerPoint).
- Ability to lift 20 lbs.; encouraged to use mechanical or manual assistance for lifting items over 20 lbs.
- Valid Illinois Driver's License required with familiarity of the area a plus.

- Attend required orientation and training sessions provided by the Lombard Park District.
- Learn and follow Park District policies, procedures, and branding guidelines.
- Work collaboratively with the Marketing & Communications team and accept feedback to support professional growth and skill development.
- Outgoing and friendly personality.
- Dependable and flexible with the ability to work independently and as part of a team.

Benefits for this position include the following:

Individual Annual Membership for the Madison Meadow Athletic Center (MMAC) and Individual Seasonal Pool Pass for Paradise Bay Water Park while actively working

Competitive wages and paid training with potential to learn new skills and develop/expand current skills

Five (5) visits to the Lombard Golf Course initially, and ten (10) visits after two years of service with the Park District

25% Discount off the resident rate for one facility rental (Limit one per year)

Opportunity for Safety Awards.

Letter of Recommendation for college, internships, or other career opportunities.