



## Marketing Specialist (Full-Time, Hourly)

Glenview Park District

**Contact Name:** Anna Ables

**Contact E-mail:** anna.ables@glenviewparks.org

**Contact Phone:** 224-521-2252

**Closing Date:**

**Salary:** \$30.21-\$37.01/hour

### Description:

#### JOB SUMMARY

As a Marketing Specialist, you will be responsible for coordinating marketing efforts for facilities of the Glenview Park District from concept stage through production. This role provides direction and oversight to the Creative Director, freelancers and vendors and participates in the overall planning and scheduling of marketing initiatives through bi-annual meetings and frequent communication with facilities. Specific duties include, but are not limited, to:

- Working with facilities to determine marketing priorities and outline annual activities and needs
- Researching and writing marketing and promotional copy for all marketing materials, including ads, brochures, fliers and website content
- Project Management – Assigning tasks to other marketing team members to achieve the marketing goals of assigned facilities
- Updating website content as needed
- Representing the Park District as needed through special event attendance, tabling at local events, etc.
- Ensuring your facilities are represented in social media and online through photography and videography through coordination with the Creative Director

#### QUALIFICATIONS

The successful candidate will have a Bachelor's Degree in Marketing, Communications, Public Relations or Journalism and at least 3 years of related work experience. Knowledge and skills with specialized software (Adobe Creative Suite, Canva, Excel), project management, strong writing, proofreading and editing skills and excellent interpersonal skills are required. Park District experience is a plus.

#### SCHEDULING & PAY

This is a full-time, hourly (non-exempt) position. The hours are generally Monday-Friday from 8:30 a.m.-5:00 p.m., plus additional evening and weekend work as required. The anticipated hiring range for this position is \$30.21-\$37.01/hour (\$62,844-\$76,984 annually), commensurate with experience. The full pay range for this position is \$30.21-\$43.81/hour (\$62,844-\$91,124 annually).

## **BENEFITS WE OFFER**

In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Public Service Loan Forgiveness
- Park District Facility Discounts and Usage Benefits

## **FOR MORE INFORMATION**

Contact Anna Ables at (224) 521-2252 or [Anna.Ables@GlenviewParks.org](mailto:Anna.Ables@GlenviewParks.org)

## **APPLY ONLINE**

Visit us at [www.GlenviewParks.org](http://www.GlenviewParks.org) – click on “Jobs” at the top of the page

*If interested, please apply early. Recruiting and interviewing will begin immediately.  
The Glenview Park District is an Equal Opportunity Employer.*