



FT Graphic Designer

Lombard Park District

Contact Name: Nicole Kondraschow

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Closing Date:

Salary: \$55,000 - \$62,000/yr. DOQ

Description:

Do you have a passion for design, photography, and digital media? Join the Marketing Department as a Graphic Designer, where you'll help bring the District's programs and events to life through creative visuals, photos, video, and online content. The Lombard Park District is looking for a talented Graphic Designer to join our Marketing Team and make a real impact!

Job Summary:

Under the direction of the Superintendent of Marketing & Communications, the Graphic Designer is responsible for designing and producing all visual marketing and communication materials for the Park District. This role also manages District websites and social media accounts, captures photo and video content, and ensures all creative work reflects the District's brand and vision.

Key Responsibilities:

- Oversee the creation and production of seasonal activity guides, including coordinating with Program Managers, exporting content from RecTrac, designing layouts, proofing, and preparing guides for print.
- Design and produce visual marketing materials, including flyers, trifold, bulletin boards, newsletters, posters, postcards, and multimedia advertisements.
- Coordinate print and production of marketing materials, including securing vendor quotes, preparing print files, overseeing timely delivery, and distributing materials as needed.
- Maintain and update the District's websites to ensure accurate, current content in collaboration with Program Managers.
- Manage and update District social media accounts, design and execute e-newsletters, and develop other multimedia projects while staying current on trends.
- Act as the District's photographer/videographer at events, programs, and facilities, maintaining a well-organized photo and video library.
- Prepare PowerPoint presentations and periodic special reports as assigned.
- Collaborate professionally with all staff, participants, and volunteers.

Qualifications:

- Bachelor's degree in graphic design, graphic communication, advertising, or a related field, or commensurate experience.

- Minimum of 2–3 years of graphic design experience in a multi-media environment.
- Exceptional skills in oral and written communication.
- Ability to interpret situations, shift priorities, and solve problems.
- Photography experience and knowledge of using a DSLR camera is required with videography experience preferred.
- Experience with Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Microsoft Office (Word, Outlook, Excel, PowerPoint).
- Experience with website management and social media platforms.
- Ability to produce accurate work on a timely basis.
- Ability to manage multiple projects and deadlines.
- Strong attention to detail and ability to work collaboratively in a team environment.
- Ability to work professionally with people at all levels.
- Valid Illinois Driver's license required with reliable transportation.
- Ability to lift, move, or carry 20 lbs.; encouraged to use mechanical or manual assistance for lifting over 20 lbs.
- Work environment is generally indoors with controlled temperatures and fluorescent lighting. Some outdoor work in various weather conditions including high heat, humidity and cold.

Full-time Benefits Include:

- Immediate enrollment in PDRMA health insurance including BCBS HMO and PPO options with prescription coverage and dental with orthodonture through Delta Dental, both with 85% employer contributions.
- Two vision plan options, through Davis Vision, paid at 50% on the employee's behalf.
- A Declined Health Insurance Incentive of \$3,000 if all coverage is declined.
- Employer Paid Life Insurance at 2x annual salary with additional voluntary options.
- Employee Assistance Program for you and your immediate family, provided by Ulliance.
- Pension/Defined Benefit Plan (IL Municipal Retirement Fund) with disability benefits following one year of enrollment.
- Two weeks of vacation begin accruing at the start of employment and increase after five years.
- Seven paid holidays with three floating holidays and three personal days annually, prorated the first year. Floating holidays and personal days are use or lose on an annual basis.
- Ten sick days per year begin accruing immediately with a maximum of 105 days.
- Free Fitness Membership and Pool Pass with discounts on recreation programs and events.
- Professional Membership and Development opportunities.
- Tuition Reimbursement Program eligibility following one year of employment.
- Additional optional benefits include deferred compensation plans, medical and dependent care flexible spending accounts, Aflac, and related benefits.

The mission of the Lombard Park District is “To Provide Recreation Opportunities for All to Enjoy Life”. The Lombard Park District is an Illinois Distinguished Accredited agency, governed by an elected board, and staffed with over 340 dedicated employees. The District is a past winner of the National Gold Medal award from the National Recreation and Park Association and has also been a finalist several times. In 2016 and 2021, the District received accreditation from the NRPA Commission for Accreditation of Park and Recreation Agencies for meeting 151 national standards. These awards provide recognition to the District for providing exceptional services to the community of Lombard and beyond.

<https://www.applitrack.com/lombardparks/onlineapp/default.aspx?Category=Administration>

Please provide a cover letter and resume along with your online application. For questions, contact the Superintendent of Marketing & Communications, Nicole Kondraschow, at 630-953-7300. Thank you!