



Marketing & Communications Intern

Elk Grove Park District

Contact Name: Nick Kapetan

Contact E-mail: nkapetan@elkgroveparks.org

Contact Phone: 847-228-3504

Closing Date:

Salary: \$15.00 - \$16.00 per hour

Description:

All applicants must apply online at <https://elkgroveparks.bamboohr.com/careers/295>

JOB SUMMARY

The Marketing & Communications Intern provides support to the District's marketing, communications, and community engagement initiatives. This position offers hands-on experience in public-sector marketing while assisting with event support, content creation, and promotional efforts that enhance the Elk Grove Park District's visibility within the community.

ESSENTIAL JOB FUNCTIONS

- Attend special events and expos to represent the Elk Grove Park District within the community and business sector.
- Assist with photography, videography and social media content creation
- Assist with the production and distribution of print communications.
- Review and maintain basic content management for websites.
- Distribute promotional materials for programs and events throughout the EGPD facilities and the community.

WORK SCHEDULE & REQUIRED AVAILABILITY

This is a full-time internship requiring approximately 40 hours per week, Monday through Friday. Evening and weekend hours are required to support community events.

Candidates must be available to attend the following events to be considered for this position:

- Friday, June 12 - 7 - 8:30pm – Movies in the Park (Pavilion Field)
- Friday, June 26 - 7 - 8:30pm – Movies in the Park (Pavilion Field)
- Friday, July 10 - 7 - 8:30pm – Movies in the Park (Pavilion Field)
- Saturday, July 11 - 12 – 4pm – Dairy Day (Historical Museum)
- Sunday, July 12 - 10am – 4:30pm – Play, Picnic & Party (Pavilion Field)
- Friday, July 24 - 7 – 8:30pm – Movies in the Park (Pavilion Field)
- Saturday, August 1 - 1 – 4pm – Archaeology Day (Historical Museum)
- Saturday, August 8 - 12 – 3pm – Bounce Back to School (Pavilion Field)
- Sunday, August 9 - 2 – 7pm – The Parks Foundation Duck Race
- Art in the Park – TBA (Wednesday afternoons during business hours, June – August)

OTHER JOB FUNCTIONS

- Ability to coordinate multiple s projects simultaneously while meeting deadlines. Assist with additional projects and tasks as assigned

MINIMUM QUALIFICATIONS

- Ability to work 40 hours per week, including evenings and weekends as required. This is a 12 week internship.
- Ability to lift 40 pounds
- Valid Driver's License

EDUCATION AND EXPERIENCE

- Must have an introductory knowledge of Marketing, Communication or related field.
- Must have introductory knowledge of Google products.

Elk Grove Park District is an Equal Opportunity Employer
Summary of Benefits