



Special Events Coordinator

Lake County Forest Preserves

Contact Name: Anamaria Stiller
Contact E-mail: achavezstiller@lcfpd.org
Contact Phone: 847-968-3215
Closing Date:
Salary: \$27.55 – \$34.46 – \$41.38

Description:

Full-Time Position

Location: Greenbelt Cultural Center

Salary Range: \$27.55 – \$34.46 – \$41.38

Anticipated Hiring Range: \$27.55 – \$31.00

SUMMARY

The Special Events Coordinator is responsible for overseeing the planning, marketing, selling and execution of the District's Special Use Permits, Facility Group Use Permits, as well as District Special Events. Is responsible for providing information to the public, preparing rental and permit agreements. Executes the majority of special use permit events at other District facilities, handles payments/transmittals, and provides event coverage at Greenbelt Cultural Center and Thunderhawk Golf Club. Creates, distributes and updates event schedules to the Facilities Department. Maintains contract contacts, permits, and Certificates of Insurance (COIs). Performs lifting tasks up to 50 pounds. Drives a motorized vehicle to travel to different locations. Performs tasks that will require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.

EXPERIENCE

High school diploma or equivalent. One year's experience in event coordination and six months' experience in an event operations-related position. General computer skills, including using word processing and spreadsheet software and other general office equipment. Strong attention to detail and problem-solving skills. Must possess a valid driver's license.

HOW TO APPLY AND APPLICATION DEADLINES

Interest in employment with the Forest Preserve can only be expressed by submitting a Forest Preserve Employment Application. Applications are accepted online at www.LCFPD.org. Positions are open until filled.

ABOUT LAKE COUNTY FOREST PRESERVES

The Lake County Forest Preserves offers an excellent work environment as well as a comprehensive benefits package, including medical, dental, and life insurance, IMRF pension plan, and paid vacation, personal, and sick leave.

As principal guardian of Lake County's open spaces and natural areas since 1958, we manage more than 31,700 acres of land and offer innovative educational, recreational, and cultural opportunities for all people. Visitors of all ages can enjoy over 210 miles of trail for a variety of outdoor recreation uses, ponds and lakes for fishing, public golf courses, historical and cultural venues, public access to the Fox River and Lake Michigan, and award-winning nature and history education programs and events.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER