



## **Part-time Graphic Designer**

### **Village of Romeoville**

**Contact Name:** Kelly Rajzer  
**Contact E-mail:** krajzer@romeoville.org  
**Contact Phone:** 815-886-6222  
**Closing Date:** 2026-04-24  
**Salary:** \$30.05-\$40.57/hour

#### **Description:**

**Job Title:** Part-time Graphic Designer  
**Job Location:** Romeoville Parks & Recreation Department  
**Salary Range:** \$30.05 - \$40.57 an hour  
**Hiring Range:** The starting salary will be in the first quartile of the range.

#### **Benefits:**

We offer great benefits for staff like enrollment in IMRF pension, vacation, personal, sick and holidays.

#### **Job Duties:**

The purpose of this position is to develop and implement the Recreation Department's marketing plan to include public information, direct marketing, advertising activities and strategic planning to promote the department's mission and goals. Clerical duties may be required from time to time. The work is performed under the direction of the Superintendent of Recreation.

-Assist Marketing Coordinator with publicizing programs, services, events, and facilities by designing flyers, mailings, maps, signage, social media campaigns, email blasts, and other print and digital formats.

-Develop specialty flyers and social media for specific programs, services, events, and facilities

-Create award certificates for various programs and events.

-Create maps, signs, and marketing materials (both digital and print) for various programs and events.

-Work with the Superintendent of Recreation and the Marketing Coordinator in the production of all RomeoFest marketing, including flyers, social media, news releases, maps, schedules, layouts, and other print and digital formats.

-Work with the Superintendent of Recreation and the Marketing Coordinator on the development and creation of seasonal brochures, including photography, ad creation, formatting, and proofing.

-Assist with maintaining and updating the Recreation Department and Aquatic Center websites, ensuring content is accurate, current, and visually appealing.

-Work with Marketing Coordinator to develop and implement social media marketing.

- Create artwork for Recreation marquee as well as outdoor signage.
- Produce artwork and videos for Recreation indoor displays.
- Create and edit short-form videos for social media to promote programs, events, and facilities.
- Maintain a working relationship with vendors, sponsors and other media representatives.
- Track and fulfill paid sponsor requirements, create supporting materials, and ensure consistency in the Sponsorship Program.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

Associate's or Bachelor's degree in Graphic Design, Marketing, Communications, or related field (or equivalent experience). Proficiency in design software such as Adobe Creative Suites (Illustrator, Photoshop, InDesign; Premiere Pro or similar for video editing preferred).

Closing date is April 24, 2026 or until filled. Submit cover letter, resume, and design portfolio to the Director of Parks & Recreation, Kelly Rajzer: [krajzer@romeoville.org](mailto:krajzer@romeoville.org) or 900 W. Romeo Rd., Romeoville, IL 60446.