



Executive Administrative Assistant

Skokie Park District

Contact Name: Keli Stonitsch

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Contact Phone: 847-929-7110

Closing Date:

Salary: \$65,000-\$71,000 DOQ

Description:

Responsible for providing comprehensive administrative support to the Executive Director and the entire Administrative Team. Coordinates Board and committee administration, district communications, employee engagement initiatives, special events, grants, records management, and organizational projects. Works closely with Administrative Staff on confidential matters and information while serving as a key resource for district-wide administrative operations.

The pay range for this position is \$59,101 - \$88,652. The anticipated hiring range is \$65,000-\$71,000, DOQ.

Essential Duties

- Serves as the District's Freedom of Information Act (FOIA) Officer and manages all FOIA requests in accordance with legal requirements and timelines.
- Serves as a Notary Public for District business.
- Serves as the District Election Official and coordinates election-related responsibilities.
- Attends all Board of Commissioners meetings and public hearings; prepares agendas, meeting packets, minutes, and supporting documentation.
- Attends Administrative Team, DEI Committee, Safety Committee, Recreation and Facilities Committee, Employee Appreciation Committee, Wellness Committee, and other meetings as assigned; prepares minutes and coordinates meals when needed.
- Formats, proofs, edits, and compiles staff Board reports and supporting materials, including photographs and attachments.
- Completes administrative and special projects for the Executive Director and Superintendents.
- Coordinates NRPA and IPRA memberships, conference registrations, travel arrangements, lodging, schedules, attendee materials, and related logistics for Board members and staff.
- Coordinates schedules, meals, registrations, and event arrangements for staff meetings, conferences, Board functions, employee events, and special District programs.
- Administers Village of Skokie grants and related documentation for designated District programs and events.
- Organizes and coordinates Staff Announcements meetings; calendar invites, meeting minutes, and

follow-up communications.

- Coordinates staff luncheons, holiday celebrations, and other staff functions, as assigned.
- Orders, maintains, and manages inventory for office, kitchen, and mailroom supplies.
- Orders and manages District employee apparel, camp shirts, and event promotional items.
- Supports the Backlot Bash event as an active member of the planning committee, prepares committee meeting minutes, assists with purchase orders, coordinates volunteers, and prepares resident correspondence.
- Manages District-wide donation requests and related tracking.
- Monitors and responds to inquiries received through the District's general information email account or routes inquiries to appropriate staff.
- Manages and maintains all District liquor licenses and associated documentation.
- Maintains and updates the Municipal Directory, organizational chart, and other organizational resources.
- Maintains District goals tracking spreadsheets and administrative reporting tools.
- Updates, distributes, tracks, and reports survey results for District programs and services.
- Assists with camp administration, including surveys, app support, behavior reports, paperwork organization, and auditing sign-in/sign-out documentation.
- Maintains and reconciles Administrative Team purchasing card receipts and supporting documentation.
- Proofreads program guides, e-newsletters, and other District publications.
- Enters, updates, and proofs web calendar entries with program information for Recreation staff.
- Creates and distributes Constant Contact email campaigns and promotional communications.
- Prepares quarterly program registration reports and other administrative reports, as requested.
- Assists with onboarding full-time employees by coordinating schedules, meetings, orientations, and training sessions.
- Coordinates with Xerox to order supplies and schedule equipment maintenance and repairs.
- Works with confidential records and information on a regular basis and maintains strict confidentiality.

Additional duties:

Performs other duties as assigned. Adheres to and actively enforces the safety responsibilities and procedures outlined in the District's Safety Manual and overall risk management program. Incorporates the District's core values of commitment, service, integrity, inclusiveness, openness, innovation, and environmental stewardship in all work performed.

Qualifications

Education: Associate's degree preferred. High School diploma or equivalent (GED) required.

Experience: Three to five years of progressively responsible administrative support experience. Experience supporting executives, boards, committees, or public sector organizations preferred. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), database management, and communication platforms required. Strong organizational, customer service, proofreading, and written and verbal communication skills required.

Certifications: Must be able to obtain and keep current CPR and AED certifications. Must obtain and keep current Notary Public status.

The Skokie Park District is an Equal Opportunity Employer. [Click here to apply on the Skokie Park](#)

District website: Job Opportunities