



## **Graphic Designer - PT - IMRF**

### **Arlington Heights Park District**

**Contact Name:** Stephenie Gualano  
**Contact E-mail:** sgualano@ahpd.org  
**Contact Phone:** 847-577-3000  
**Closing Date:**  
**Salary:** \$22-\$26/HR DOQ

#### **Description:**

**As the part-time Graphic Designer at the Arlington Heights Park District, you'll support the Creative Brand & Design Specialist with a wide range of materials—including flyers, digital graphics, advertisements and so much more—that drive engagement and participation across the District. You'll also step out of the office and into the action, serving as one of the District's photographer and videographer to document the programs and events. Your work will be at the forefront of our community outreach, inspiring residents to connect and play!**

#### **ESSENTIAL JOB DUTIES**

- Supports the design of printed and electronic materials for the District including but not limited to flyers, advertisements, posters, banners, social media graphics, postcards, signage, etc.
- Support and facilitate the brand identity of Arlington Heights Park District facilities
- Develops templates for email newsletters, letterhead, signage, business cards, etc.
- Produce social media graphics and banners for all District websites
- Serves as one of the District photographers and videographers for events and programs
- Follows the branding guidelines for the District
- Prioritizes design production assignments in a timely manner to meet deadlines
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook
- Maintains a clean and organized work environment
- Additional duties as assigned which may be considered essential

#### **REQUIRED KNOWLEDGE**

- Strong knowledge of graphic design software such as Photoshop, InDesign, Illustrator, etc
- Strong knowledge of social media, digital marketing, marketing analysis, and general business practices
- Strong knowledge of photography and videography
- Strong knowledge of layout and design
- Good knowledge of writing, editing and proofreading various types of promotional copy
- Proficient in Microsoft Word, Excel and PowerPoint

## **BENEFITS WE OFFER**

- PTAC Membership to ARC
- Discounts on some programming
- KinderCare Discount
- Position is IMRF eligible

## **AHPD OVERVIEW**

The Arlington Heights Park District (AHPD) is a public park and recreation agency located in Arlington Heights, Illinois—one of the largest communities in Chicago's prestigious northwest suburban corridor. Our mission is to enrich the community by providing fun, accessible and impactful recreation and facilities for every age and season. However you choose to recreate, we have something for you. We aim to serve everyone equally and fairly across our 29 facilities—including five community centers with outdoor pools, Arlington Ridge Center, two tennis clubs, two public golf clubs, Lake Arlington, Arlington Heights Historical Museum, and Senior Center—and 58 parks across 716 acres of land. In our 100-year history, we have earned multiple distinctions recognizing our high-quality standards of excellence, including three National Gold Medal Awards, maintaining a Moody's AAA bond rating for nine years, and receiving multiple awards for fiscal responsibility.

*The Arlington Heights Park District commits itself to diversity, equity, and inclusion to create a mutually respectful, multicultural, and equitable environment.*

All interested candidates apply here - <https://ahpd.bamboohr.com/careers/269>