



## Senior Graphic Designer

### Wheeling Park District

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**Closing Date:**

**Salary:** \$75,000 - \$82,000 annually

#### Description:



#### Senior Graphic Designer

**Job Status:** Full Time - Exempt

**Department:** Administration

**Primary Work Location:** Chevy Chase Country Club

**Reports To:** Director of Public Relations

**Supervisory Responsibility:** None

#### Position Summary

The Senior Graphic Designer is responsible for conceptual design and implementation of print and digital material for the promotion and marketing of Park District campaigns, programs and activities. Create and develop quality photography and video content for District use. Also assists in the management of the District's websites.

#### Essential Job Duties

- Communicate with the Director of Public Relations and Superintendent of Marketing and Communications on Park District matters.
- Work collaboratively with the Marketing & Communications team as well as other District Departments.
- Design, develop, and manage storage of all concept and final printed and digital graphic materials for the District using desktop and online based graphic design, video editing, and web development software.
- Assist in the management of the District websites, social media, and business/facility/program listings, by adding quality images, videos, and promotional/ad designs.
- Assist in maintaining the branding and image standards of the Park District via multimedia platforms (e.g. print, video, large format, e-mail marketing, logo use, program guides, brochures, giveaways, social media, etc.).

- Create and develop quality photography and video content for future use.
- Assist with the creation Park District promotional presentations and displays.
- Work with Wheeling Park District sponsors and partners in creating/designing marketing pieces to fit with the marketing plans and goals within the community.
- Work with Park District approved printers to execute development of print projects.
- Attend Park District meetings and events as necessary.
- Attends conferences and workshops to promote knowledge in related areas of responsibility.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook.
- Participates in required training and safety programs as established by the Wheeling Park District.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.
- Performs special projects or other duties as assigned.

### **Position Requirements**

Bachelor's degree in Graphic Art Design or related field. A minimum of 10-years experience with design software to include Microsoft Office Suite (Word, Excel, Publisher), Google (Doc, Sheets, Sites), Adobe (Photoshop, InDesign, Illustrator, Premier). Basic knowledge of HTML coding (imbedding text, images, video, tables, lists, and links).

### **Skills and Abilities**

- Demonstrate consistent attendance and on-time arrival.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.
- Demonstrated knowledge of Social Media, including but not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube.
- Experience using email marketing with Constant Contact or other email marketing campaign software.
- Background and/or related experience in photography, video and audio.

### **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May need to lift and/or move up to 15 pounds.

### **Working Conditions**

- Most activities will be performed indoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.

### **Compensation and Benefits**

In exchange for your time and talent, we offer a generous benefits package including:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)

- Employee Assistance Program
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (Sick, Vacation, and Floating Holidays)
- Programs and Recreation Facility Use
- Professional development opportunities and support for continued education

**Hiring Range: \$75,000 - \$82,000 annually**

#### APPLICATION PROCEDURE

All applicants must visit [www.wheelingparkdistrict.com](http://www.wheelingparkdistrict.com) and submit a complete application:

<https://www.paycomonline.net/v4/ats/web.php/portal/07DEE904B0CEFE8BFD185D4FE939BC5F/jobs/367274>