



Marketing and Communication Supervisor

Park District of Forest Park

Contact Name: Dr. Jeff Murphy

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Closing Date: 2026-11-20

Salary: \$60,000 - \$70,000 DOQ

Description:

The Park District of Forest Park, “Where Every Day is a Walk in the Park”, serves just under 15,000 amazing residents. The park district currently owns and operates five buildings, 6 park settings, an aquatic center, and several outdoor facilities, including a skate park and an official size synthetic turf multi-purpose athletic field. We host the No Glove National 16” Softball Tournament. When you work for our Park District, you are part of a teamwork environment. We make it a priority that every staff member has a seat at the table and a voice.

Benefits

The position is a full-time, salaried, year-round exempt position. The Park District benefit package includes medical, dental, and vision **paid 100% for family and employee by the Park District**. It also includes IMRF pension and vacation, holiday, personal, and sick time.

Description: Under the direction of the Superintendent of Recreation, the Marketing and Communication Supervisor is responsible for communicating, organizing, developing, and implementing effective marketing strategies, information systems, print publications, and positive image-enhancement efforts for the Park District. They will manage social media, email marketing, and branding. They will also create, plan, and implement the Park District marketing strategy, promotional efforts, and event sponsorships.

QUALIFICATIONS:

Bachelor's degree in marketing, advertising, public relations, journalism, or a closely related field preferred. A minimum of three years' experience in a comparable position. Excellent writing and editing skills. Working knowledge of Microsoft Office suite programs, Adobe Creative Suite software, Canva, and Acrobat software applications. Proficient in current and new social media outlets. Strong photography skills. Graphic design experience preferred. Have a current Illinois Driver's License. All employees must pass a criminal background check and drug test, which are paid for by the Park District of Forest Park.

The position is full-time, but hours may fluctuate to accommodate evening or weekend events/programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains a positive Community Image for the Park District.

Strives to maintain a positive environment among the district's organizational divisions.

Designs, coordinates, produces, and distributes brochures, newsletters, flyers, press releases, and other publications.

Develop and implement a Park District-wide marketing plan.

Promote and interpret recreation services and programs to the public and participate in community meetings and organizational planning.

Responsible for maintaining and updating the Park District website.

Plan, organize, and disseminate public information for all park district operations and recreational programs through all communication media, including radio, newspaper, other print media, and through current and new social media outlets.

Coordinates information displayed on the Park District marquee.

Coordinates the information displayed on all district TV monitors.

Arranges photo coverage and maintains a current photo file of park district events and activities for use in brochures, newspapers, and other publications.

Responsible for building, implementing, and managing the Park District's online presence to effectively support the growth and expansion of Programs, events, and operations.

The consistent voice on all social media and other digital platforms.

Promotes and supports special events, including developing and implementing a sponsorship program to support these events.

Be proactive, resourceful, willing to learn, self-driven and able to think independently.

Perform any duties as assigned by the Superintendent of Recreation and the Executive Director.

Adhere to park district safety policies and procedures.

Contact – Please send your cover letter and resume, as a Microsoft Word Document or as a PDF, using email or mail to the Park District of Forest Park, attention Dr. Jeff Murphy, Superintendent of Business, jmurphy@pdofpstaff.org or 7501 Harrison Street, Forest Park, Illinois 60130.