



Community Outreach Coordinator

Palatine Park District

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Closing Date:
Salary: \$41,895 - \$45,560

Description:

PALATINE PARK DISTRICT
Job Announcement

Community Outreach Coordinator
Full-Time Position

JOB SUMMARY

Under the direction of the Communications and Marketing Manager, the Community Outreach Coordinator shall be responsible for creating community connections through networking and community events that market the District's programs, facilities, and services; managing partnership and advertising opportunities; and supporting the efforts of the Palatine Park Foundation.

RESPONSIBILITIES

Specific responsibilities of the Community Outreach Coordinator include: planning, developing, and executing the Park District's partnership and advertising program; creating a plan for community outreach and information booths to promote programs, events, facilities, and services; providing support for the Palatine Park Foundation through meeting attendance, event planning, and fundraising efforts; assisting with photography and video coverage as part of the division staff rotation; and fostering and maintaining community relationships to promote District programs, events, and collaborative projects.

ABILITIES & SKILLS

Excellent customer service and interpersonal skills. Ability to multi-task, manage time effectively, troubleshoot, meet deadlines, collaborate, and work independently with initiative. Excellent written and verbal communication skills.

QUALIFICATIONS

Bachelor's degree in Communications, Public Relations, Marketing, Business, or related field or equivalent experience required; one to three years related experience and/or training preferred; proficient in Microsoft Office products/Outlook; still photography and videography experience;

knowledge of Adobe InDesign preferred.

BENEFITS

Excellent benefit package including: Retirement plan/paid days off (vacation, sick, holiday, personal), medical, dental and life insurance, free annual fitness center pass, free annual pool pass, and free and/or subsidized Park District activities and events for employee and family members.

Apply online at www.palatineparks.org, under the Jobs tab, Full-time.

Closing Date: Until Filled

Compensation: \$41,895 - \$45,560 commensurate with experience and qualifications.

Palatine Park District is an Equal Opportunity and Reasonable Accommodation Employer