



## Full-Time Communications Manager

Hoffman Estates Park District

**Contact Name:** Eric Leninger

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**Closing Date:** 2019-01-09

**Salary:** 50k-60k annual DOQ

### Description:

Full-Time EMPLOYMENT OPPORTUNITY

Job Title: Full-Time Communications Manager

Closing Date: 01/09/2019

Hours: Full-Time – 40 hours per week plus additional hours including attendance special events as necessary

Hiring Range: \$50,000-\$60,000 annual salary

Location: Triphahn Center, 1685 W. Higgins Road, Hoffman Estates, IL

Website: [www.heparks.org](http://www.heparks.org)

### Duties:

Under the direct supervision of the Director of Recreation, the Communications Manager plans, implements and evaluates comprehensive communications and public relations to support all programs, services and facilities. Writes, develops, and oversees design and coordination of written publications. Oversees the production schedule of all district publications and promotional materials. Oversees the continual development and management of the website and digital media outlets. Works to develop new initiatives for communications and new revenue generating programs and initiatives that support the district's Comprehensive Master Plan.

### Opportunities:

HE Parks is a gold-medal winning, distinguished, and CAPRA accredited agency, with multiple recreation centers, over 70 parks, two full sheets of ice, and two aquatic centers. HE Parks is currently seeking a creative, motivated, dynamic individual to communicate to and engage with community members regarding all that the district offers.

### Qualifications:

Minimum of 3-5 years' experience in marketing, public relations or related field. A Bachelor's Degree in Journalism, Communications, Marketing, Public Relations or a related field is required. Valid

Driver's License is required. Master's Degree preferred. Experience required in design software, social media platforms & trends, video production and marketing principals.

The Hoffman Estates Park District is an Equal Opportunity Employer. Qualified and interested individuals are encouraged to review the full job description and complete an online application through the jobs page on the District's website: [www.heparks.org](http://www.heparks.org).