



## **Strategy & Planning Coordinator**

### **Elmhurst Park District**

**Contact Name:** Laura Guttman

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**Closing Date:**

**Salary:** Starting pay for this non-exempt position is \$47,331. Actual salary will depend upon qualifications.

#### **Description:**

PLEASE DIRECTLY APPLY AT:

<https://www.applitrack.com/epd/onlineapp/JobPostings/view.asp?Category=Administration&AppliTrackJobId=613&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

**WHO WE ARE:** The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns!

We have an exciting full-time job opportunity for a STRATEGY & PLANNING COORDINATOR. We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, and having fun! The Strategy & Planning Coordinator plays an integral role in developing, implementing, and monitoring strategic plan initiatives and long-range plans that will help us achieve our vision of becoming “a national leader in providing memorable parks and recreation experiences to our community.”

**WHAT YOU’LL DO:** Coordinate and support the District’s strategy and planning function specifically related to the development, implementation and evaluation of long-range plans and plan initiatives and conducting organizational performance data analysis and improvements.

Responsibilities include but are not limited to:

Conduct research and analyze issues, alternatives, trends, innovative practices, recommended next steps, etc. related to strategic and comprehensive plan initiatives and special projects

Compile, analyze, and interpret complex data and use independent judgment to provide program and performance analysis, develop alternatives and recommendations for performance improvements, and draft reports and presentations summarizing the findings and recommendations

Track implementation of the District’s strategic and comprehensive plans, including compiling the Vision 2020 Plan Progress Report

Assist with the implementation and evaluation of strategic plan initiatives to strengthen the organizational culture, including increasing employee engagement and becoming a more equitable and inclusive organization

Assist with coordinating the long-range capital planning process and development of the capital budget

Coordinate the employee Values Recognition Program, including program promotions, Values Champion recognition, and program data tracking and analysis

Develop and revise Park Board and administrative policies, procedures, and manuals

Monitor, track, and coordinate compliance with Distinguished Agency reaccreditation requirements

Serve on inter-departmental teams

#### WHAT YOU'LL BRING:

Bachelor's degree in Parks and Recreation Administration, Public Administration or related field with 2 years of progressively responsible experience

Valid Illinois driver's license

Problem-solving, communication (oral and written), analytical, organizational, and customer service skills

Time management and planning skills to manage multiple projects at any given time

Familiarity with the methods and techniques of organizational planning and development, performance management, research report writing

Ability to read, write, analyze, and interpret complex business reports

Knowledge of principles and practices of government administration with a strong emphasis on local government

Proficiency of computer word-processing, spreadsheet, presentation, and survey software applications

NOTE: Applicants must possess requisite physical ability to perform the essential job duties of this position, with or without reasonable accommodations.

#### WHEN YOU'LL WORK:

Workweek is Monday - Friday and typical hours are 8:00 am – 5:00 pm (40-hour work week). There is flexibility in work schedule.

#### WHAT YOU'LL GET:

The starting pay for this non-exempt position is \$47,331. Actual salary will depend upon qualifications.

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

Defined contribution medical insurance plan (5 plan options)

Dental insurance plan

Vision insurance plan

District paid life insurance

Participation in IMRF (retirement, disability, death benefits)

Vacation days, personal days, sick leave and 9 paid holidays!

Sick bank leave, paid parental leave and paid bereavement leave

Employee Assistance Program (EAP)

Two deferred compensation programs (VOYA & Nationwide)

Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization

Flexible spending accounts for unreimbursed medical and dependent care

Free family Courts Plus Membership and Pool Passes!

Free/discounted District programs, merchandise and concessions

Educational assistance/tuition reimbursement

Professional organizational membership

Values Recognition Program

Service Awards Program

Employee social activities

Credit Union (Central Credit Union of Illinois)

\* The Elmhurst Park District is an Equal Opportunity Employer committed to a diverse workforce. Applicants requiring a reasonable accommodation to participate in the hiring process may contact the Division Manager - Human Resources & Risk at [jbruns@epd.org](mailto:jbruns@epd.org).\*

For more information about the Elmhurst Park District, please visit [epd.org](http://epd.org)!!