

PALATINE PARK DISTRICT

FULL-TIME POSITION AVAILABLE

POSITION: Marketing & Sponsorship Coordinator

JOB DESCRIPTION:

The Marketing & Sponsorship Coordinator shall be responsible for producing marketing materials and managing social media campaigns for all aspects of the Park District, and administering the Park District's Partner/Sponsorship program. Specific responsibilities include, but are not limited to: Develop and design Park District marketing materials such as advertisements, press releases, public service announcements, e-mail blasts, on-line newsletter, E-flyer and brochures; manage Park District social media campaigns and day-to-day Park District activity on social network sites; plan, develop, organize and execute the Park District's Partner/Sponsorship program; and secure potential sponsors and other funding sources and marketing opportunities for the Park District. The Marketing & Sponsorship Coordinator position is a full-time, full-benefited, exempt, year-round position reporting to the Public Information Manager.

QUALIFICATIONS:

Bachelor degree in Marketing, Communications, Journalism or related field with equivalent experience required. Three (3) years experience in marketing, sales, fundraising or public relations required. Knowledge of Adobe InDesign, Illustrator, Photoshop and PowerPoint. Ability to work successfully in an internet environment. Experience in HTML and photography preferred. Some evening and weekend hours required. Successful criminal background check in conjunction with the Illinois State Police (ISP) prior to beginning employment. Attain valid adult CPR/AED certification within six (6) months of employment and maintain throughout employment.

CONTACT: Kevin R. Romejko, MBA
Human Resource Manager
250 E. Wood Street, Palatine, IL 60067
kromejko@palatineparks.org

CLOSING DATE: Monday, February 20, 2012

A copy of the Marketing & Sponsorship Coordinator job description is available by contacting the Human Resource Manager.

STARTING SALARY RANGE: \$39,000 - \$42,000 annually

The Palatine Park District offers excellent benefits including health, dental, life, and retirement plans.

The Palatine Park District is an Equal Opportunity Employer.