

DESCRIPTION

The Bensenville Park District is seeking qualified applicants for the position of Superintendent of Marketing & Communications. The Park District manages 336 acres of open space, parks and recreation facilities, including White Pines Golf Club, Fischer Farm, Deer Grove Leisure Center, Wood St Fitness and the Bensenville Water Park. The Park District serves approximately 23,000 residents residing in Bensenville, Wood Dale and unincorporated DuPage County.

Reporting to the Executive Director, the Superintendent of Marketing & Communications is responsible for agency-wide marketing, public and employee communications, information distribution, and public relations efforts.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Oversee marketing for the Bensenville Park District including White Pines Golf Club, Wood St Fitness, Fischer Farm and the Bensenville Water Park and Splash Pad
- Maintain all Park District websites
- Develop marketing plans for special events, agency initiatives, and programming areas
- Oversee social media and digital marketing
- Manage the production of 3 Program Guides per year
- Work with the other community partners to cross promote agency programs
- Responsible for organizing a Park District presence at community events
- Manage the agency's brand image in all internal and external communications (Ex: signage, forms, facility improvements and more)
- Manage various budgets while finding ways to maximize every dollar

QUALIFICATIONS

- Working knowledge of Adobe Creative Cloud programs including Photoshop, Illustrator, InDesign, Premier Pro, After Effects and Lightroom
- A working understanding of WordPress and HTML.
- Experience with still and video photography using DSLR cameras is a must
- Good written and oral communication skills
- The ability to solve problems comprehensively and to produce accurate work on a timely basis
- Knowledge of various printing substrates (ex: coroplast, dibond, pvc and more)

Education and Experience

- Bachelors degree in marketing, public relations, communications, graphic design or related field with 3 years of experience.

JOB STATUS Full Time **DEPARTMENT** Marketing **FSLA STATUS** Non-Exempt

SALARY \$57,000-\$70,000

HOURS 40 hours per week including evenings and weekends

HOW TO APPLY Interested applicants should submit a cover letter and resume to, Evelyn@BvilleParks.org. Position open until filled. No phone calls please.