



Job Title:	Marketing Assistant
Department:	District Services and Projects
Classification:	Part-Time, Non-Exempt
Salary Range:	Hourly
IMRF Position:	Yes

POSITION FOCUS

Under the general direction of the Communications and Marketing Manager the Marketing Assistant will provide support services to promote all District programs, events and facilities enhancing the District's visibility.

SUPERVISORY RELATIONSHIPS

Reports directly to the Communications and Marketing Manager and indirectly to the Director of District Services.

Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Represent the District at community and special events, including preparation and setup of promotional tables.
2. Proofread and edit marketing materials to ensure consistency with District branding and style guidelines.
3. Develop content for marketing campaigns, e-newsletters, and other digital media.
4. Distribute marketing collateral to District facilities and community businesses.
5. Coordinate and complete printing projects including reports, playbills, flyers, and posters.
6. Participate in the department photography rotation, capturing photographs and videos of programs, events, parks, and facilities.
7. Assist with managing donation requests (gift cards, raffle baskets).
8. Assist with ordering branded items such as business cards, name tags and promotional giveaways.
9. Performs other duties as assigned and requested.

SECONDARY RESPONSIBILITIES

1. Provide quality internal customer service to all Park District Staff.
2. Collaborate as a team member to assist and improve the overall services.
3. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
4. Exhibit regular and punctual attendance. Notify supervisor a minimum of 48 hours of a shift schedule change.
5. Maintain a neat and orderly work environment.
6. Conduct self in accordance with District policies and procedures.

EDUCATION, EXPERIENCE, AND TRAINING

- Associate's or Bachelor's degree in Marketing, Graphic Design, or a closely related field, or an equivalent combination of education and experience. A Bachelor's degree is preferred.
 - Two or more years of experience in Marketing, Communications, or Parks and Recreation.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
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- Proficiency in Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.).
 - Strong written and verbal communication skills.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements.
- Must be able to work in a fast-paced environment with strong ability to multi-task, prioritize, and meet deadlines.
- Must be detail oriented and maintain a neat and orderly work environment in a shared space.
- Must be personable and comfortable working with community members.
- Excellent written and verbal communication skills.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- General Monday to Friday, 20-29 hours a week.
 - Hours include weeknights and weekends based on District programs and events.
 - Additional hours may be required to meet deadlines or for District events.
- General work area is an indoor, smoke-free environment with controlled temperatures and fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Prolonged periods of sitting at a desk and working on a computer.
- Constantly operates a computer and other office productivity machinery, copy machine, paper cutter, and printer.
- This position moves occasionally about the office to access files, printer, and cabinets.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range.
- Infrequently moves items weighing up to 25 lbs. across office for various needs.
- May require some bending, kneeling, and reaching for items, supplies or materials as directed.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



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AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed and approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Assistant Superintendent/
Superintendent Name: _____

Assistant Superintendent/
Superintendent Signature: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____