



**NOW HIRING: Marketing Manager (Full-Time)**

**JOB SUMMARY:** Under the direction and supervision of the Executive Director, the Marketing Manager is responsible for the daily management of a part-time marketing team and the District's marketing, communication, and promotional efforts as well as partnership/sponsorship development.

**CORE RESPONSIBILITIES:**

- Regularly update and maintain the District's website with current information; enhance web site with communication and registration capabilities; monitor web site usage through web host statistics
- Develop and maintain a master calendar of events and promotions
- Work with departments planning and managing marketing budgets
- Plan, organize, and disseminate public information for all Park District facilities, special events, and recreation programs through a variety of communication medias
- Under the supervision of the Superintendent of Recreation, coordinate production of the seasonal brochure; manage content, layout, and design; prepare brochure for printing; and coordinate sale of ad space
- Work with department heads to develop, execute, manage, and measure marketing plans for all facilities, programs, and events
- Assist with development of public and/or private program survey/evaluation instruments, review responses, disseminate information, and prepare reports on results
- Solicit, develop, and maintain long-term, multi-tier relationships with local businesses to generate sponsorship revenue for the Park District
- Maintain schedule flexibility during peak times or as staffing requires

**LOCATION:** Tony Bettenhausen Recreation Center, 8125 W. 171st St, Tinley Park

**QUALIFICATIONS:** This candidate must possess strong organizational and problem-solving skills, as well as exceptional communication skills – both oral and written; knowledge of marketing principles, fiscal procedures, and management techniques; knowledge of program budgeting and administration; working knowledge of current software programs used by the district as well as other marketing software products.

A Bachelor's Degree in Marketing, Communications, Public Relations, or Journalism is required. Three to five years related experience in Marketing or Public Relations is also required. Knowledge of desktop publishing programs, especially Adobe Creative Cloud, is preferred. Ability to obtain/maintain CPR certification is required.

**INCENTIVES:** The salary range for this full-time position begins at \$48,000 DOQ. Full-time benefits include low-premium medical, dental, vision insurance; agency provided life insurance; IMRF retirement plan; generous PTO; health and wellness programs; complementary program registrations as well as complementary family memberships to Tinley Fitness, Tony Bettenhausen Recreation Center, Water Park, and Dog Park.

**ABOUT US:** The Tinley Park-Park District is an award-winning public agency that provides its 55,000 residents with a wide variety of recreation facilities, programs, events, parks, and open spaces. The Park District maintains over 40 parks, 33 ball fields, and several facilities, which include the Tony Bettenhausen Recreation Center, Tinley Fitness, White Water Canyon Water Park, Canine Campus Dog Park, Tinley Junction Miniature Golf & Batting Cages, Vogt Visual Arts Center, and the Tinley Park Performing Arts Center.

**CLOSING DATE:** Position is open until filled.

<https://www.tinleyparkdistrict.org/employment-opportunities/>

