

## Job Opportunity

The Alsip Park District is seeking a motivated individual that can effectively and creatively share the stories of the Alsip Park District to apply for the Community Outreach Specialist Position.

**Job Title:** Community Outreach Specialist  
**Agency:** Alsip Park District  
**Website:** [www.alsipparks.org](http://www.alsipparks.org)  
**Salary:** \$15.00-\$18.00/hour  
**Schedule:** Flexible schedule with some nights and weekends, based upon community events and activities.  
**Deadline:** This is a part time position working 15-20 hours per week.  
Open until Filled

### Qualifications:

- Individual should possess exceptional skill in working tactfully and harmoniously with other staff members, business members and community members.
- Good written and oral communication skills and knowledge of the philosophy and objectives of public recreation.
- Working knowledge of computer software applications to create promotional materials as well as website and social media designs.
- A Bachelor's Degree in Marketing, Public Relations, Journalism or related field. Will consider individuals currently pursuing such degree.
- A valid Driver's License is required.

**Duties:** Responsible for the monthly creation and distribution of a community newsletter to promote park district programs, activities and events for the entire district; actively promote the district and engage the community on social media sites; coordinate district's web page and maintain up to date information; create a sponsorship program and assist in the solicitation of sponsors; attend programs and special events for picture taking and promotion; establish communication with all park district departments to help coordinate publicity, promotions and marketing for programs, facilities, parks, golf and banquets

**Contact:** Please mail or e-mail cover letter, resume and references to:

Jeannette Huber, CPRP  
Director of Parks and Recreation  
Alsip Park District  
12521 S. Kostner  
Alsip, IL  
60803

**Contact E-mail:** [jhuber@alsipparks.org](mailto:jhuber@alsipparks.org)