

Title: Marketing and Communications Assistant

Agency: Northeast DuPage Special Recreation Association (NEDSRA)

Responsibilities:

Working side-by-side with the Marketing and Communications Manger to complete marketing requests. Maintaining and updating content and structure of the Association website, electronic, mobile and social media. Collaborating ideas to reach new participants and recruit part-time staff. Supporting NEDSRA fundraising efforts. Representing the Association at outreach events and community festivals. Assisting in the developing and designing of the seasonal brochure guide. Building relationships with community service groups. Researching and developing grant and sponsorship opportunities.

Qualifications:

Must possess excellent writing skills and advanced computer skills in desktop publishing, website maintenance, word processing, presentations and spreadsheets. Software knowledge in programs such as Microsoft Office Suite, Adobe Creative Suite (including InDesign, Photoshop, and Illustrator), Joomla, WordPress, basic knowledge of HTML, Facebook, Twitter and Constant Contact is required. Proficiency in graphic design, digital photography, and Raisers Edge is a plus.

Education and/or Experience

High School Graduate (GED) or equivalent. Associate's Degree or equivalent of a minimum of 2 years' experience in Graphic Design, Communications, Marketing, or a related field is a plus. Knowledge and experience in the Adobe Creative Suite and Microsoft software. Knowledge of social media platforms and internet browsers. Experience in marketing, sponsorships, fundraising or customer service. Knowledge of photography. Ability to use basic office equipment including computer, telephone, fax, printer etc. Experience with organizing fundraisers, building sponsorships and recruiting.

Schedule and Pay:

This is a part-time, year-round position working a varied schedule. Schedule will include weekdays, evenings and weekends as required up to 18 hours per week. Salary range is \$10-\$17 per hour based on qualifications.

Potential Job Share Opportunity:

Not only will you have the opportunity to work with NEDSRA, you could potentially gain more hours a week by assisting Medinah Park District with their marketing needs. Medinah will possibly allow working from home, or remote jobs as needed.

To Apply:

Please submit your cover letter and resume via email to Kristen Chereso, Marketing and Communications Manager.

Contact Information: Kristen Chereso kchereso@nedsra.org

Closing Date: Open until Filled