



Job Title: Communications & Marketing Manager

Agency: Freeport Park District

Closing Date: January 27, 2023

Starting Annual Salary: \$48,000 – 58,000

Summary: Freeport Park District is seeking a full-time Communications & Marketing Manager to oversee the organization's branding, communications, marketing, and public relations initiatives. The ideal candidate shall be creative and possess strong verbal, written and multimedia communication skills.

Duties: This position is responsible for marketing and public relations of the Park District including creation, design and publishing of marketing materials that effectively communicate Park District services and information to the public. The Communications & Marketing Manager will create, manage and update print materials, email announcements, social media and website content. Job duties will also include assisting and supporting front office staff/clerical operations.

Qualifications: Bachelor's Degree preferred with emphasis in communications, marketing, graphic design or media. Must have basic computer skills including typing, data entry, word processing and use of Microsoft Windows. Experience in the following programs and applications is recommended; Microsoft Word, Excel, Publisher and PowerPoint; Constant Contact; Facebook; RecTrac; WordPress or other website content management systems.

To Apply: Send resume with cover letter to:

Vickie Witt, Office Manager
Freeport Park District
P.O. Box 417
Freeport, IL 61032

Or email to vwitt@freeportparkdistrict.org