

POSITION ANNOUNCEMENT

Marketing Assistant – Seasonal

The Forest Preserve District of Will County is accepting resumes for a seasonal Marketing Assistant for its Marketing and Communications Department. This position is responsible for supporting the department with its digital communications and online store.

The individual selected for this position will assist with adding new content to the District's websites, migrating content into a new CMS system, writing engaging social media posts, and helping with the operation of the Forest Preserve's online store. Candidates should currently be studying or have a background in marketing, communications, English, or journalism. One to three years of related experience is preferred. The salary for this position is \$17.50/hour. The individual selected for this position will start no earlier than mid-May. Resumes will be accepted until April 1, 2025.

Application procedure: Send a cover letter and resume to:

Veronica Frausto-Sarwark, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815-722-5669 (desk)
815-722-3608 (fax)
humanresources@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in an alternate format, contact the Director of Marketing and Communications, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance.

While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov/diversity.

Bringing People and Nature Together

COMMISSIONERS: Steve Balich · Herbert Brooks Jr. · Dawn Bullock · Daniel J. Butler · Elnalyn Costa · Katie Deane-Schlottman · Kelly Hickey · Vince Logan · Raquel Mitchell · Sherry Newquist · David G. Oxley · Frankie Pretzel · Mark V. Revis · Jim Richmond · Jacqueline Traynere · Joe VanDuyne · Sherry Williams · Denise Winfrey

BOARD OFFICERS: Destinee Ortiz, *President* · Judy Ogalla, *Vice President* · Julie Berkowicz, *Treasurer* · Mica Freeman, *Secretary*

**FOREST PRESERVE DISTRICT OF WILL COUNTY
JOB DESCRIPTION**

TITLE: MARKETING ASSISTANT – SEASONAL

DEPARTMENT: MARKETING & COMMUNICATIONS

FLSA STATUS: NON-EXEMPT

DATE: 2025

LOCATION: SUGAR CREEK ADMINISTRATION CENTER

BASIC FUNCTION

Provides support to the Marketing and Communications Department, assisting with its digital communications and the operation of its online store.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Head of Digital Marketing Strategy/Engagement

Supervises:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists with adding new content to the District’s websites, including event announcements and general updates.
2. Assists with migrating content into a new CMS system, ensuring proper formatting and functionality.
3. Writes engaging social media posts for any of the 40+ District channels, including Facebook, X, Instagram, and Bluesky.
4. Identifies and addresses website errors, including reviewing reports of 404 errors and updating or redirecting content as needed.
5. Assists with organizing and coordinating processes related to the District’s online store, including helping with fulfillment and stocking inventory.
6. Works the merchandise table at select District events and outreach.
7. Inputs sign-ups (not completed through our website) for *The Compass* and *The Get Going* newsletters. Also, handles bounce-backs once the newsletter has gone out for the week as well as unconfirmed sign-ups.

OTHER DUTIES

1. Completes special projects as assigned by the Head of Digital Marketing Strategy/Engagement.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of Microsoft Office software
- Working knowledge of ActiveCampaign
- Working knowledge of Canva
- Excellent organizational skills to handle multiple projects
- Effective communication skills, both orally and in writing
- Skilled at interpreting customers' needs and in customer complaint resolution
- Friendly, energetic, and customer-oriented
- Experience with Adobe Illustrator, InDesign, and Photoshop a plus
- Experience with graphic design a plus
- Experience with event planning/coordination a plus
- Ability to speak Spanish a plus
- Willingness to take on new responsibilities and consistently follow up on projects.
- Team player who is friendly, motivated, comfortable within a fast-paced, small department, and is customer-oriented.
- Ability to promote the Values of the District: teamwork and building positive relationships; initiative; decision making, judgment, and accountability; attitude, temperament, and courtesy; preparation and organization; safety; innovation, application, and creativity; and commitment.

TRAINING AND EXPERIENCE

Education: Currently studying or has a background in marketing, communications, English, or journalism.

Experience: 1-3 years related experience is preferred.

Certifications: None

WORKING ENVIRONMENT AND CONDITIONS

The following statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Work Schedule: This position requires a 15-to-20-hour work week.

Manual Dexterity: Work requires regular speed and accuracy for most of the working day.

Physical Effort: Work requires handling average-weight materials or equipment, but not for sustained periods (25 pounds or less).

Working Conditions: Typical working conditions found in most administrative work areas.

Hazards: Negligible. Little or no exposure to hazards.

OTHER INFORMATION

This is principally a sedentary job which requires a sighted individual (i.e., vision corrected to 20/20) for extended computer usage and requires an individual with normal hearing (i.e., hearing corrected to normal ranges) for direct [or telephone] contact with the vendors, employees, and the public. Significant typing duties require sufficient manual dexterity to type at a speed of a minimum of 60 words per minute. The personal communications nature of this work also requires an individual who possesses good auditory memory and visual discrimination skills and significant interactive communication skills.

Applicants should possess knowledge of modern business office practices and procedures, and knowledge of business English, spelling, punctuation, grammar, format, and rules of correspondence.

Ability to type quickly and accurately; ability to learn processes applicable to the type of work performed in the Marketing & Communications Department; ability to express oneself clearly and concisely; ability to understand and follow oral and written instructions; and an ability to communicate effectively with a wide range of audiences.

SAFETY AND RISK MANAGEMENT

- Maintains a working knowledge of all general agency and departmental-specific safety rules.
- Uses material handling equipment or staff assistance when lifting and or moving objects 10 pounds or heavier.
- Reports any work-related or patron injuries to supervisor promptly.
- Attends required safety program and in-service education meetings.
- Corrects unsafe conditions and/or reports them to supervisor.

PAY RANGE, SALARY INFORMATION, AND BENEFITS

Pay Range:

Starting Salary: \$17.50/hour

Benefits:

Sick time and vacation in accordance with the employee handbook and employee assistance program.