



Position: Marketing and Communications Specialist
Department: Administrative Department
Reports to: Administrator
FLSA Status: Exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

Under the direction of the Township Administrator, Rich Township is looking for a marketing and communications specialist that will be responsible for drafting, reviewing and compiling content of Township programs and promotional materials.

Responsibilities:

- Design brand for Township.
- Draft, edit and create Township press releases, newsletter content and social media posts.
- Maintain Township website and all social media.
- Assist Township Directors with the approval of the Township Administrator in creating, designing and preparing brochures, flyers, etc., and creating scheduling events and activities, and meetings.
- Support Senior Services Consultant and Director on community outreach activities, special projects, and programs.
- Capture, edit and post photos from Township events, programs and services.
- Represents the departments and Township at community events and other events identified by the Township Supervisor and Administrator.
- Assists with administrative support projects, including, but not limited to, project-based research, mailings, reports, correspondence.
- Other duties may be assigned as needed.

Education, Experience and Computer Skills

- Bachelor's degree in marketing, Communications or other related field.
- Experience in using management features of online social medial tools such as Facebook, YouTube, twitter, etc.
- Two years of administrative or communications experience required.
- Proficient with all Microsoft Office applications including, but not limited to Word, PowerPoint, Excel and Outlook.
- Must be proficient in creating mail mergers.

Special Requirements:

- Willing to work occasional evenings and/or weekends as special events require.
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- **NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not

intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

- **Benefits:** Rich Township offers a comprehensive benefits package, health plan options, group life, and PTO.
- **Salary:** Commensurate with experience.
- To apply: Send resume, cover letter and the names and contact information for two professional references to: pal-amin@richtownship.org. Put the phrase "Marketing and Communications Specialist" in the subject line of the e-mail. No phone calls please. Position will remain open until filled.
- ***Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status.***