



ReconnectWithNature.org

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POSITION ANNOUNCEMENT

Administrative Assistant – Part-Time

The Forest Preserve District of Will County is accepting resumes for a part-time Administrative Assistant for its Marketing and Communications Department. This position is responsible for supporting the department in the areas of customer service, data entry and management, budget tracking, reporting, inventory and purchasing.

The individual selected for this position will track monthly expenses, oversee the bench/tree donation program, assist with the District's online store, keep inventory and handle ordering of departmental supplies and uniforms, create, and maintain mailing lists, and process nametag and business cards orders, among other duties. Candidates should have an associate degree in business, hospitality, office management, customer relations or a related field, as well as a minimum of 5 year's experience. The salary for this position is \$26/hour.

Application procedure: Send a cover letter and resume by Monday, December 4th, to:

Donna Suca, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815-722-5667 (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 • Julie Berkowicz • Daniel Butler • Natalie Coleman • El Costa • Katie Deane-Schlottman
Janet Diaz • Mica Freeman • Vince Logan • Judy Ogalla • Destinee Ortiz • Frankie Pretzel • Mark Revis • Jim Richmond
Jackie Traynere • Joe VanDuyne • Sherry Williams • Denise Winfrey

BOARD OFFICERS: Meta Mueller, *President* • Annette Parker, *Vice President* • Raquel Mitchell, *Treasurer* • Sherry Newquist, *Secretary*

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

TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: MARKETING & COMMUNICATIONS
FLSA STATUS: EXEMPT **DATE: NOVEMBER 2023**
PART-TIME
LOCATION: SUGAR CREEK ADMINISTRATION CENTER

BASIC FUNCTION

Provides support to the Marketing and Communications Department in the areas of customer service, data entry and management, budget tracking, reporting, inventory and purchasing.

ORGANIZATIONAL RELATIONSHIPS

Reports to:	Supervises:
<ul style="list-style-type: none">• Director of Marketing and Communications	<ul style="list-style-type: none">• None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Director in tracking monthly expenses and handles the processing of invoices and the coding of BMO credit card charges.

Oversees the bench donation program, working with the public in selecting bench locations, taking payment, ordering plaques and coordinating with Planning, Finance and Operations.

Oversees the tree donation program, working with the public in taking payment, ordering plaques and coordinating with Planning and Finance.

Assists with organizing and coordinating processes related to the District's online store, including helping with fulfillment, stocking inventory and working with volunteers.

Prepares and processes nametag and business card orders, working with vendors for fabrication and invoice payment.

Manages departmental office supplies, keeping inventory, ordering and coordinating delivery of supplies and organizing storage areas.

Creates and maintains mailing lists (both residential and email addresses) for the *Helping Hands* and the *Annual Report* as well as other mailings (i.e., dog park calendars).

Inputs sign-ups (not completed through our website) and maintains database through ActiveCampaign for

The Compass and *The Weekly Five* (about 50 on Mondays and 25 per day Tuesdays-Fridays). Also, handles bounce backs once the newsletter has gone out for the week as well as unconfirmed sign-ups.

Posts District programs to external websites, including the Heritage Corridor, Chicago Southland and Northwest Indiana Times sites.

Serves as a member of the Department's planning team as it relates to groundbreakings, ribbon cuttings and grand openings, helping to prepare for and execute these events. This involves taking on a coordination role and overseeing specific aspects of these events, including helping to develop a concept for event area layout, ordering and organizing materials needed, and participating in event set up and breakdown.

Keeps inventory of all District print materials, informing the Director when supplies are in need of replenishing.

Corresponds with the public as it relates to requests for printed materials, as well as the District's annual campaigns.

Adds comments as needed to the PR/ADA log.

Compiles data for the *Annual Report* and processes other reports and summaries as needed.

Collates, assembles, labels and stuffs documents, including preparing information packets and mailings.

Orders new promotional items/giveaways, working with design staff to secure artwork.

Organizes and supplies District print materials for information tables at special events.

Keeps track of Department equipment loaned out to other District departments.

Orders uniforms biannually for Department staff.

OTHER DUTIES

1. Coordinates special projects as assigned by the Director of Marketing and Communications.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of Microsoft Office software
- Working knowledge of ActiveCampaign
- 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: Associate Degree in Business, Hospitality, Office Management, Customer Relations, or related field.

Experience: Five-years related experience

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 (10 lbs. 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 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

Pay Range:

Minimum:

Starting Salary: \$26/hour