

FOSS PARK DISTRICT

Social Media/Marketing Part-Time Position:

Wage: \$15/hour

Hours: 10-15 hours per week (non IMRF position)

A combination of weekday, weeknight, and weekend hours are possible.

Must be able to post various social media such as; Facebook, Instagram, Twitter and the Foss Park District website.

Essential Functions of the position include:

- Promotes the park district programs and events via our website, social media, printed flyers, photography, and any other means of advertising.
- Inform the public of Foss Park District programs, events, and activities at all park district locations.
- Create email and contact lists on Constant Contact and send emails to promote these programs and activities via Constant Contact.
- Regularly updates Foss Park District's social media accounts and websites.
- Design and produce printed marketing materials not limited to flyers, posters, and banners.
- Capture memories at park district events and programs at all facilities with photos and videos.

All potential employees must go through the criminal background check and physical & drug screening prior to begin working.