



JOB POSTING

Position: Communications & Marketing Manager of Facilities

Salary Range: \$58,000 - \$ 65,000

Summary:

Under the supervision of the Director of Golf & Facilities, the C&M Manager of Facilities will Develop and implement the marketing plans for Bridges of Poplar Creek & The Club at Prairie Stone to support and expand memberships, programs, services and events. Create and design the strategic direction to meet facility objectives. Evaluate market analysis, target marketing and email/social media interaction.

Plans, implements and evaluates comprehensive communications, and public relations, to support facilities. Writes, develops, and oversees design and coordination of written publications for facilities. Oversees the production schedule of publications and promotional materials for facilities. Oversees the continual development and management of Bridges of Poplar Creek and The Club website's and digital media outlets.

Location(s):

Bridges of Poplar Creek C.C.
1400 Poplar Creek Drive
Hoffman Estates, IL 60169

The Club at Prairie Stone
5050 Sedge Blvd
Hoffman Estates, IL 60192

Days/Hours of Work:

General Hours will be Monday through Friday -8:30am-5:00pm, Must be able to work a flexible schedule, including weekends and holidays as needed.

Experience and Qualifications:

1. The employee must have at least 3-5 years' experience in marketing, public relations or a related field.
2. Experience/knowledge of design software.
3. Experience/knowledge of social media platforms and trends.
4. Experience/knowledge of basic video production.
5. Experience in advertising and marketing principals.

Education

1. High School Diploma or GED required.
2. Bachelor's Degree in Journalism, Communications, Marketing, Public Relations or related field preferred.

Interested applicants should complete an Employment Interest Form at <https://www.heparks.org/now-hiring/>

Please send any questions to:

Brian Bechtold, Director of Golf & Facilities. 847-781-3679 or bbechtold@heparks.org.

The District is an Equal Opportunity Employer