



Marketing Coordinator Summer Internship Job Description

Mission & Vision

For over 50 years the Streamwood Park District has worked to improve the quality of life for everyone in Streamwood, Illinois. Our mission is to provide diverse and responsive recreational opportunities that enhance the quality of the community through our parks, facilities, service, employees, and volunteers. Our vision is to enrich life with memorable moments through excellence in recreation.

Job Responsibilities

The Marketing & Graphic Design Intern will work under the supervision of the Marketing & Communications Department, which is responsible for all communications, marketing, and public relations functions of the Streamwood Park District. Responsibilities include:

- Aid in the design of clear and engaging graphic communications for print and web. This will include marketing/communication brochures, email marketing, website, and social media graphics, posters, flyers, and other marketing materials as needed.
- Work closely with the Marketing & Communications Department to translate messaging concepts into marketing materials.
- Assist the Marketing & Communications Department with other projects TBD.
- Attend special events, programs, and classes to take photos to continue building the District's photo library

Skills & Qualifications Required

- Interest in pursuing an Associate's or Bachelor's Degree in the area of marketing, advertising, graphic design, or closely related field
- Should be able to craft and execute a vision with creativity and style
- Creative self-starter who is comfortable with both taking initiative and working in collaboration
- Must have experience in Adobe InDesign, Illustrator, & Photoshop, and/or other common design applications
- Must have experience working with social media applications
- The ideal candidate will be energetic, task-oriented, and creative with a strong work ethic and positive attitude
- Ability to communicate well with others and maintain a professional demeanor
- Desire to serve in a nonprofit working environment

Time Requirements & Pay Level



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Up to 15 hours per week (60 hours total) for the summer of 2022. Work hours will be structured around program/event/class schedules and related deadlines. Most work is performed during standard business hours. Students completing the 60-hour internship will receive a stipend of \$750 for the experience. Application instructions will be provided by School District U-46 Career and Technical Education Programs.