



Village of Tinley Park - Employment Opportunity

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

MARKETING INTERN

Posted: February 1, 2017

Closing Date: March 31, 2017

The Village of Tinley Park seeks an Intern to work part time (not to exceed 1,000 hours per year) to provide support to the Marketing Department. The Intern will assist with special event planning and coordination, processing event permits, communication and branding initiatives. Non-traditional work hours, including some evenings and weekends are required.

Duties and Responsibilities:

- Assist with event planning for various concerts, festivals, and other events;
- Providing assistance with writing, proofreading, layout and graphic design of Village marketing materials;
- Assisting in recording and production of audio-visual materials for Tinley Park TV station and YouTube channel; and

Minimum Qualifications:

- College student, currently enrolled full time (12 credit hours) who has completed two (2) years of college with a Major in Marketing, Communications and/or Public relations.
- Must possess excellent oral, written and interpersonal communication skills as well as great attention to detail.
- Familiarity with Adobe Creative Suite programs is preferred.
- Must be able to occasionally lift and/or move up to 50 pounds.
- Must possess a valid Motor Vehicle License.
- Must successfully complete a pre-employment criminal background investigation.

Pay Rate: \$13.39/per hour (based on two years of college completed).

Application Process: Interested candidates must complete a Village of Tinley Park Application for Employment obtained at www.tinleypark.org or in person at the Village Hall and submit along with cover letter and resume. **Submissions must be postmarked, e-mailed or received in the Village Hall night drop by 5:00 p.m. on March 31, 2017.**

Mail to: Human Resources, Village of Tinley Park, 16250 South Oak Park Avenue, Tinley Park, IL 60477.

Email to: humanresources@tinleypark.org