



Village of Tinley Park - Employment Opportunity

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

INTERN – Marketing Department

Posted: October 16, 2017

Closing Date: Until filled

The Village of Tinley Park seeks a currently enrolled, full-time college student to work as Intern in the Marketing Department on a part-time basis, approximately 19 hours per week. 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:

- Must be a currently enrolled full time (12 credit hours) student in college or university, 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 testing.

Pay Rate: \$13.72/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 as soon as possible.**

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

Email to: humanresources@tinleypark.org