



Job Posting Marketing Coordinator (Full-time)

Township government plays a vital role in enhancing quality of life, and at Orland Township, we are committed to delivering meaningful services and engaging programs that support and enrich our community. Orland Township is seeking a creative, detail oriented, organized, and community-focused **Marketing Coordinator** to support our mission by managing communications, strengthening public engagement, and promoting Township programs and services.

Key Responsibilities

- Develop and disseminate a wide range of digital and print media, including graphics, social media content, press releases, and promotional materials
- Create content for the Township's official newsletter, *The FOCUS*
- Monitor and respond to inquiries through social media channels and public relations email accounts
- Attend Township programs and community events to promote services, officials, and initiatives
- Photograph events for documentation and promotional use
- Maintain and regularly update the Township website with announcements, meetings, and service information
- Draft and distribute press releases related to Township activities and updates
- Support staff with program and event planning, setup, and execution
- Perform other duties as assigned

Qualifications

- Bachelor's degree in marketing, communications, business administration, public administration or a related field is needed
- 1–3 years of experience in a marketing or communications role is strongly preferred
- Community involvement and/or knowledge of Township government is a plus
- Proficiency with various marketing & social media platforms and tools, strong written and verbal communication skills, ability to meet deadlines and think creatively are great qualities for this position.

Hours:

- Hours are generally Monday – Friday 8:00 am – 4:30 pm
- Occasional evenings and weekends required

This is an excellent opportunity for a motivated professional who is passionate about community engagement and public service to make a meaningful impact in a dynamic local government environment.

The annual salary range for this position is \$40,000 - \$50,000 depending on qualifications. This position is also eligible for medical, dental, life insurance, IMRF pension, and paid time off. To apply send resume and cover letter to jobs@orlandtownship.org.

Orland Township is an Equal Opportunity Employer