**Marketing Assistant**

- Coordinate ground breaking and open house events
- Coordinate Community Resource Commission events including Discover Tinley expo
- Select, order, inventory and assemble promotional items
- Coordinate advertising purchase and placement
- Coordinate purchase, production and placement of pole banners, brand awareness signage, etc.
- Assist with Downtown Tinley beautification efforts (banners, flower baskets, flower planters, etc.)
- Coordinate fulfillment and distribution of brochures, direct mailings and other collateral pieces
- Facilitate the submission of the monthly report
- Assist with large, village-owned special events
- Assist with Benches on the Avenue and Musical Chairs program
- Perform marketing-related administrative duties as needed
- Coordinate neighborhood block parties

24 hours per week (Sue Pall)

**Special Event Coordinator**

- Coordinate the Village-owned special events including:
  - Cruise nights
  - Music in Plaza series
  - Downtown Tinley Block Party
  - Halloween Boo Bash
  - Holiday events
  - Parade
  - Veterans Day ceremony
  - Memorial Day ceremony
  - Photos with the Bunny

- Coordinate the Village's special event permitting process and marketing banner system applications
- Regularly update events hotline and send outbound messaging as necessary
- Coordinate the checklist process for large shows at the Tinley Park Convention Center
- Meet with and assist first time event planners before submitting event permits
- Coordinate (when funding is available) the writing and submission of the Illinois Bureau of Tourism annual grant request and the development of required reporting
- Coordinate Harmony Square programming
- Assist in Village sponsored events including:
  - Oktoberfest
  - National Night Out
  - White Sox Night
  - Run for your life 5k

25 hours per week (Vicki Sanchez)

**Public Information Coordinator**

- Write news releases for breaking news, features and general Village news
- Write and send weekly Community Email newsletters
- Website maintenance including the Village calendar
- Manage programing schedule for Tinley Park television including calender
- Write and oversee production of the Annual Report
- Assist in the promotion of Village sponsored special events
- Write/ edit brochure copy, letters to residents, advertising, and other communication projects
- Coordinate videography initiatives including maintenance of the Village Youtube channel
- Camera and editing of Village programs including:
  - PSA
  - Tinley Today
  - Events
  - Village Board Meetings

30-34 hours per week (Jason Freeman)

**Community Engagement Coordinator**

- Coordinate the communication of Village information and the promotion of Village events on the Village's social media pages including Facebook, Twitter, Instagram, and Linked-In by producing frequent, consistent content and campaigns aimed at promoting resident and visitor engagement.
- Monitor Village-related social media sites
- Assist in the delivery and support of video information
- Provide support in the dissemination of news releases and e-newsletters and updating of the Village website
- Graphics support
- Maintain Village's media clippings

30 hours per week (Nichole Gardiner)

**Administrative Assistant Graphics/ Benches**

- Provide graphic design support by creating event posters, flyer’s, signage, guides, invitations, Annual Report programs and advertisements
- Coordinate the Benches on the Avenue public art project and timeline; recruiting artists and sponsors; coordination of the delivery, placement and presentation of benches; create and develop supporting walking tour brochure
- Assist in maintaining Village of Tinley Park website and intranet page
- Input messages on Village's electronic New Resident mailing

20 hours per week (Joanne Carroll)

**Marketing Director**

- Manage a staff of five part-time employees and intern.
- Develop and execute strategic communication, marketing, promotional, public relations and branding initiatives for the Village.
- Oversee tourism and branding initiatives for the Village and coordinate with the Tinley Park Convention Center and the Chicago Southland CVB.
- Manage the Village's communications function including writing, editing and design of electronic, video and print communications.
- Oversee programming and production for Tinley TV including live streaming of village board meetings and maintenance of Village YouTube channel; coordinate videographers.
- Oversee the special events function including a robust offering of Village-owned special events, a high-profile public art project and the special event permitting process.
- Act as staff liaison to the Marketing and Branding Commission and the Community Commission
- Prepare, administer and monitor budgets, RFQs and marketing-related policies.

Marketing Director Full Time