



Position Description

Job Title: Facility Event and Office Manager

Immediate Supervisor: Executive Director

Classification: Full Time – Exempt

Start Date: Open Until Filled

Salary Range: \$41,000-\$45,000

Position Summary: The Village of Kenilworth and the Kenilworth Park District are in Cook County, Illinois and is comprised of an estimated 2,500 residents. The Kenilworth Park District manages approximately 12 acres of land and services the residents of Kenilworth as well as individuals within the Joseph Sears school district. The Kenilworth Park District seeks qualified candidates to fill the position of Facility Event and Office Manager. This exciting opportunity will focus on conceptualizing and managing events such as weddings, private parties, special events, and Park District programming within a newly acquired facility known as the Kenilworth Assembly Hall. Heavy emphasis for this position is on marketing and organization. Regular work hours are 8:30AM – 5:00PM. Applicants must be available for nights and weekends as necessary for programs and special events.

The Facility Event and Office Manager is responsible for performing the essential functions as outlined within this job description. This is a full-time position eligible for a generous government benefits package and incentives.

Qualifications:

- Bachelor's degree in Hospitality & Tourism, Event Planning, Marketing or related field OR
- 1-3 years' experience working in event planning and management, promotions, marketing, or wedding planning
- Additional knowledge of event management and planning is considered a plus including promotions, market research, and communications

Essential Functions & Responsibilities:

- Provide direct oversight to facility employees including tracking timesheets and hours
- Prioritize, plan, coordinate, implement, supervise, budget, and evaluate a varied and strategic offering of special events and programs throughout the year for the Kenilworth Park District

- Perform all administrative functions such as answering the phone, taking reservations, answering questions, answering email correspondence, making copies, filing papers, etc.
- Give well informed tours of the building and grounds to potential clients
- Research, develop and initiate new special events
- Create and/or maintain marketing tools such as the website and social media.
- Effectively communicate with staff, businesses, vendors, residents, and professionals
- Process and track program and event registrations through the creation of reports
- Assist in development and management of an annual budget
- Act as a liaison to the community to promote event opportunities
- Participate in hiring, supervising, evaluating and discipline of staff
- Work alongside Recreation Coordinator to use full potential of building space by accommodating Park District programming.
- Maintain a detailed filing system, organize employee timesheet.
- Develop bar and liquor packages for events, track inventory, place bar orders, track sales and oversee cash bars.
- Must be BASSETT certified or become certified within first month of employment.
- Perform other duties as assigned
- Have fun.

Skills, Abilities, Special Licenses or Certificates:

- Effective and positive communication skills, both verbal and written
- Possess decision-making, conflict resolution, negotiation, and organizational skills
- Work independently and as a team member and facility manager
- Operate office equipment and computers. Working knowledge of Microsoft Office Suite required. Proficient use of Microsoft Excel preferred.
- Money handling/recording
- Ability to work nights and weekends as required for events and programs
- Should be highly motivated with strong ability to set priorities, develop and manage ideas, solve problems and be resourceful under pressure
- Outgoing personality and able to interact with a variety of clientele including Kenilworth residents
- Ability to work in a fast-paced environment and manage multiple events and programs simultaneously

Working Conditions, Environment and Physical Demands:

- Office Environment
- Program and event work- Outdoors in all types of weather, fields, parks, natural areas, and within the local community
- Walking, balancing, standing, turning, climbing, stooping, kneeling, sitting, reaching, lifting, carrying, and pushing. Talking, hearing, close vision, distance

- vision, peripheral vision, and depth vision, using hands and arms to type, lift, carry, pull, push, reach
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of the job

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of this job.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all the duties and responsibilities associated with it. The Kenilworth Park District management reserves the right to amend and change responsibilities to meet business and organizational needs. The Kenilworth Park District is an Equal Opportunity Employer.

Benefits:

Excellent benefit package including: Retirement plan/paid days off (Vacation, sick, holiday, personal), medical, dental, and incentive opportunities.

Applications:

Employment Applications are available on the Kenilworth Park District Website: www.kpdistrict.org.

A completed application with resume is required to be submitted through our online application portal.

Position is open until filled.