



JOB ANNOUNCEMENT

WRITER

Posted: February 11, 2019
Location: Oak Park, Illinois
Type: Part-Time (20-25 hours per week)
Reports To: President & CEO
Category: Marketing and Communications

General Description:

Visit Oak Park seeks a dynamic, self-motivated writer for website content, print and digital advertising campaigns, and social media. The ideal candidate will have strong writing skills and be adept at steering the Visit Oak Park brand voice, have an eye for creative copy, and impeccable attention to detail.

Visit Oak Park is the state-certified convention and visitors bureau serving the village of Oak Park and its neighboring Western Cook County communities of Bellwood, Berkeley, Broadview, Brookfield, Elmwood Park, Forest Park, Franklin Park, Hillside, Maywood, Melrose Park, Northlake, North Riverside, River Forest, River Grove, Riverside, Schiller Park, and Westchester.

Responsibilities:

- Develop website content as well as copy for print and digital advertisements, social media, blogs, and e-blasts
- Help to develop and execute social media strategies
- Assist with writing grants, quarterly reports, and communications to the media

Skills/Experience:

- Outstanding writing and storytelling skills
- Excellent project, time, and organizational management skills
- Superior proofreading ability, and attention to detail
- Ability to work independently with minimal supervision
- Willingness and commitment to “getting the job done”
- Proficiency with Microsoft Office suite including Word, Excel, and Power Point
- Knowledge of Oak Park Area and tourism industry strongly preferred
- Experience implementing advertising campaigns a plus



- Social media strategy and execution skills a plus
- Experience writing grants and reports a plus
- Experience in media relations a plus
- Familiarity with website management, Google AdWords, Google Analytics and SEO analysis is a plus

Education:

Bachelor's degree in Creative Writing, Communications, Marketing or related field preferred

To apply, send cover letter, resume, and three writing samples to eric@visitoakpark.com.

About Visit Oak Park:

The mission of the bureau is to increase consumer awareness of Western Cook County as a premier visitor destination. Through the bureau's various marketing initiatives, Visit Oak Park promotes its service area as a great destination for visitors and works to support efforts to increase tax revenues and stimulate economic development and growth.

Visit Oak Park is an Equal Opportunity Employer. Visit Oak Park does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.