



County of San Diego Department of Parks and Recreation Park Attendant (Seasonal) – Marketing Option JOB BULLETIN

Title: Park Attendant (Seasonal) – Marketing Option

Salary: \$15.04 – \$16.58 / hour (depends on relative experience and/or education)

Location: County Operations Center, 5500 Overland Ave. Ste. 410, San Diego, CA 92123

Bulletin: The County of San Diego Department of Parks and Recreation has an immediate opening for a part-time/seasonal employee to assist with day-to-day marketing projects. Requested time is 25 – 35 hours per week, and the schedule is flexible. This is an ongoing and paid position.

The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Qualifications:

Essential Functions:

- Edit content for, and post, monthly program guides and e-newsletters
- Liaise with park staff to confirm dates, times and locations of promoted activities
- Write and post social media content
- Prepare monthly reports on web and social media analytics
- Assist with website updates
- Assist in the coordination of special events (requires some weekends)
- Organize a robust photo database

Skills and Abilities:

- Ability to work quickly and produce quality work in a fast-paced environment
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to write and edit in AP Style
- Ability to work in Canva and other applications to produce videos and animated GIFs for social media
- Lean toward detail-oriented and accuracy-driven work

Knowledge:

- Microsoft applications including Outlook, Word, Excel, Publisher and PowerPoint
- Social media platforms including Facebook, Twitter, YouTube, Instagram and Pinterest
- Google Drive and calendar (ability to manage a multi-user online calendar)
- AEM or other blog or web content management systems

Education and Experience:

- *[work toward or a completed]* Bachelor's degree from a US college or university with specialization in communications, public relations, journalism, marketing, and/or public affairs

To Apply:

- Submit a "Seasonal Park Attendant" application: [Employment \(sdparks.org\)](http://sdparks.org)
 - Include a resume + Include **three work samples** demonstrating an ability to complete essential functions (above)
- For application questions, email DPR.HR@sdcounty.ca.gov
- For job questions, email jessica.geiszler@sdcounty.ca.gov

This is a temporary, non-benefited position. Incumbents may receive health insurance benefits depending upon eligibility criteria in accordance with ACA requirements. Selected candidates will be required to successfully complete a background investigation/fingerprinting and a medical/drug screen prior to employment.