

**Job Title:** CN Secretary  
**Closing Date:** 10/23/2020  
**Agency:** Hickory Hills Park District  
**Website:** [www.hhparkdistrict.org](http://www.hhparkdistrict.org)  
**Salary:** \$14 to \$14.50 per hour  
**Posted Date:** 10/5/2020  
**Qualifications:** Full time position with benefit package (including Health, Vacation/Sick/Personal/Holidays, IMRF). Work at a busy administration & recreation center answering phones, taking registration, developing flyers, press releases and quarterly program brochure layout, assisting with special events and various office duties. Knowledge of dance and preschool is a plus. Customer service experience is preferred. Knowledge of Microsoft Word is a must. Excel, Facebook, InDesign, WordPress and Photoshop are a plus.  
  
Must be able to lift 45 pounds, pass a pre-employment physical, and criminal background check. Qualifications: High School diploma or Associates degree. A minimum of one year of office experience is preferred. Hours are 8:30am-5pm Monday – Friday. A few weekend/evenings at special events per year.  
  
May submit resume to [hHPD@sbcglobal.net](mailto:hHPD@sbcglobal.net), fax (708) 233-9853 or pick up a job application at 9100 S. 88<sup>th</sup> Avenue, Hickory Hills, IL 60457 or [hhparkdistrict.org](http://hhparkdistrict.org).

**Address:** Cynthia Neal Administration & Recreation Center  
8047 W. 91st Place  
**City, State** Hickory Hills, IL 60457  
**Zip:**  
**Contact:** Tammy Muth  
**Phone:** (708) 598-1233  
**Contact Email:** [hHPD@sbcglobal.net](mailto:hHPD@sbcglobal.net)