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## Communications Manager

### Job Description

**JOB TITLE:** Communications Manager  
**DEPARTMENT:** Communications  
**CLASSIFICATION:** Full-time, Non-union, and Exempt

#### POSITION SUMMARY

The Communications Manager oversees the daily operations of the Communications Department and The Grove at Goselin Park. This role provides leadership to department staff, manages community events, recruits entertainment and vendors, and oversees policies, facility maintenance, seasonal concessions and ice rink at The Grove. The Communications Manager also supports strategic planning and community relations initiatives, ensuring consistent, high-quality messaging and effective public engagement across all departmental activities.

#### SUPERVISION RECEIVED

Works under the supervision of the Communications Director or his/her designee.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the Communications Department and manage daily operations of The Grove, including events, facility maintenance, policies, seasonal concessions and the ice rink.
- Supervise and lead full-time Communications staff, part-time Grove staff and seasonal interns.
- Assist and support Village-wide branding and marketing campaigns.
- Ensure seamless seasonal transitions at The Grove and throughout the Village.
- Develop, coordinate and implement marketing plans for Village community events.

- Recruit and secure entertainment, event volunteers, food vendors and beverage vendors for Village-sponsored events including, but not limited to, Bourbonnais Food Truck Fest, Dinner & Movies on the Green, Fridays @ Five and Lunchtime Bites & Beats.
- Create and maintain a year-round Village events calendar.
- Collaborate with community partners and local organizations on co-sponsored annual events including, but not limited to, Chocolate Tour, St. Patrick's Senior Dinner, Easter Egg Hunt, Bourbonnais Friendship Festival and Miracle at The Grove.
- Manage non-profit usage and facility rental for The Grove.
- Lead crisis communication preparedness, response planning and coordinated messaging.
- Strengthen interdepartmental communication and develop an internal communications plan.
- Collaborate with all Village departments to ensure public information is accessible, accurate and delivered in a timely manner.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in communications, journalism, marketing or a related field.
- Minimum of five (5) years of progressively responsible experience in marketing, public relations and event management.
- Supervisory experience preferred.
- Significant marketing or public administration experience may substitute for education.

#### **GENERAL REQUIREMENTS FOR EMPLOYMENT**

- Must possess and maintain a valid Illinois driver's license.
- Must successfully pass a background investigation and drug screening.
- Must be available for occasional evening or weekend work related to events or emergencies.
- Must comply with Village social media, ethics and confidentiality policies.

## **DESIRABLE QUALIFICATIONS AND SKILLS**

- Strong interpersonal and communication skills with an ability to foster positive relationships
- Effective leadership and team management capabilities
- Forward-thinking visionary utilizing strategic goal setting to expand and enhance community engagement efforts
- Impactful writing, editing and multimedia storytelling
- Familiarity with photography, videography and graphic design programs
- Excellent organization, accuracy and attention to detail
- Comfort with setting priorities and multitasking in a deadline-driven environment
- Demonstrated problem solving and critical thinking skills
- Excellent time management abilities
- Maintain regular, reliable and punctual attendance
- Computer proficiency and demonstrated knowledge of software applications, including Microsoft Office
- Comprehension of essential marketing concepts and branding
- Demonstrated creative and graphic design experience
- Self-starter who works well independently and within a team environment

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is primarily performed in an office setting with occasional attendance at evening or weekend events. Light physical activity may be required during community programs or outdoor events.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Village of Bourbonnais is an Equal Opportunity Employer and complies with the Americans with Disabilities Act (ADA). Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.