



County of San Diego Department of Parks and Recreation Park Attendant – Marketing Associate JOB BULLETIN

Title: Park Attendant (Seasonal) – Marketing Option

Salary: \$16.23 – \$17.89/hour

Location: HYBRID/Online + 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 Marketing Associate, classified under the title “Park Attendant”, to assist with day-to-day marketing and communications projects. The time commitment would vary between 20 and 30 hours per week, and is flexible based on the qualifications of the candidate and the projects in the department’s work queue. 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:

- Write and post social media content
- Help manage an online calendar of park events
- Help to compile, edit and send monthly e-newsletters
- Assist with website updates
- Assist with department communications (articles, press releases, ad copy, web content, talking points, etc.)
- Help edit signs, graphics and other visuals for display

Skills and Abilities:

- Ability to communicate clearly and effectively, both orally and in writing
- Ability to write and edit in AP Style; fluency in GSP – Grammar, spelling and punctuation
- Ability to work in Canva and other applications to produce graphics and animations for social media
- Ability to work quickly and produce quality work in a fast-pasted environment

Knowledge:

- Microsoft applications including Outlook, Word, Excel, Publisher and PowerPoint
- Social media platforms including Facebook, Twitter, YouTube, Instagram and Pinterest
- Experience producing and editing videos for public distribution via mobile device or professional equipment
- 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 \(sdparcs.org\)](http://Employment(sdparcs.org))
 - **Include a resume + up to three work samples demonstrating your ability to complete above functions**
- 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.