

JOB OPENING

PEORIA ZOO - RECREATION DIVISION

CURATORIAL ASSISTANT - COLLECTIONS

POSITION: PART TIME / STARTING PAY RATE: \$12.00 PER HOUR

RESPONSIBILITIES

- Prepare and distribute media tools regarding the Zoo's conservation, research, education and other efforts.
- Assist in developing and updating the Zoo's website and social media schedule that reinforces the significance and relevancy of Peoria Zoo programs.
- Research and recommend additional electronic forms of marketing and assist in securing impactful social media placements.
- Perform special IT/data projects as assigned by the Collections Curator.
- Assist in preparation of grant proposals.
- Follow all safety procedures that pertain to the duties performed and support all aspects of the Park District's Safety program.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Bachelor's Degree in communications, environmental science or education is preferred. Knowledge of basic zoology or biology is helpful. Although a degree is preferred, experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational preference.
- Minimum of two years of experience working with computers, especially with social media and website design/update. Knowledge of video editing software is helpful.
- Must be able to demonstrate proficient communication skills, attention to detail and the ability to work with staff who occupy positions at various levels throughout the organization.
- Excellent organizational skills with ability to prioritize tasks to meet deadlines.
- Ability to diagnose and troubleshoot familiar computer and network problems.

OTHER

- Under the supervision of the Collections Curator.
- Average of 16 hours per week.
- While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

