

# VILLAGE OF SKOKIE EMPLOYMENT OPPORTUNITIES

Medical Insurance  
Dental Insurance  
IMRF Retirement Benefits  
Social Security Retirement Benefits

Vacation & Sick Leave  
Credit Union  
Deferred Compensation Plan  
Group Life Insurance

## Notice of Accepting Applications for the Position of:

### ***PROGRAM SPECIALIST Human Services Division***

Annual Salary Range: \$36,972 - \$47,112

Brief Description of Duties:

Assists with the development, maintenance and coordination of volunteer program. Assists in the monitoring and coordinating of service programs addressing the needs of Skokie residents. Daily activities include: monitoring calendar of programs/events, room set-up, registration and related program materials; and coordination of off-site outreach events. Interfaces and fosters relationships with the public and with private organizations. Answers and directs inquiries via phone and in person. Responsible for press release preparation and Human Services web information.

Required Training and Knowledge:

HS Diploma or equivalent required. (Bachelor's Degree in Social Work, Community Relations or related field preferred). Minimum one year professional experience in community service related role. Must have excellent interpersonal skills (both written and verbal) with proven experience dealing with the general public, volunteers, outside clients and co-workers. Proficiency with Microsoft Office products, especially Excel and Word. Organizational and detail mindedness paramount.

Application Process:

Apply to: Village of Skokie, Personnel Department, 5127 Oakton St., Skokie, IL 60077 Applications can be downloaded at [www.skokie.org](http://www.skokie.org) or by [clicking here](#). Emails and faxes are not accepted. EOE/MF

***APPLICATION DEADLINE: MARCH 22, 2013***

***THE VILLAGE OF SKOKIE IS AN EQUAL OPPORTUNITY EMPLOYER***