



admin

Addison Park District

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Contact Phone: 555-121-2555

Closing Date:

Salary: 40,000-75,000

Description:

administrative support needed ASAP

Employment with the Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, sexual orientation, disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify **our ADA coordinator at (630) 645-9527**.

Bilingual Candidates Encouraged to Apply.

Benefits Include:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and personal time)
- Paid Family Leave
- Tuition Reimbursement
- Park District Membership, Program and Rental Discounts