Accepting applications for:

**Hourly Sustainability Communications Assistant**
Neighborhood & Development Services Department

**Application deadline: Friday, May 3, 2019**
Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

Variable hours up to 10 hours per week
Wage: $11.00 per hour

**Job summary:**
Under direct supervision, assists in creating materials to promote awareness of the City’s sustainability and climate initiatives. Assists in the creation of the monthly Sustainability Newsletter through researching and writing stories, as well as incorporating visuals through photography and graphic design. Contributes to City social media accounts with Sustainability-themed posts and helps create content for the Sustainability web page. Works with the Sustainability Coordinator and the Communications Office. Assists with other miscellaneous sustainability and climate-related projects. Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community. Performs other related duties as required.

**Minimum qualifications:**
High school diploma or equivalent required. Candidates considered will preferably have coursework or experience in one of the following areas: journalism, communications, graphic design, sustainability, environmental science, marketing or a related field. Requires ability to communicate both written and orally. Some experience with photography preferred. General understanding of social media such as Facebook, Twitter, and Instagram preferred.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: April 22, 2019