Accepting applications for:

**Hourly Equity & Human Rights Assistant**  
Office of Equity & Human Rights

**Application deadline: Friday, May 10, 2019**  
Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

**Hours:** Monday, Wednesday, Thursday & Friday, 8:00AM – 4:30PM  
**Wage:** $16.50 per hour

**Tentative Job Duration:** July 2019 through October 2019

**Job summary:**  
Under general direction assists in preparing annual and/or periodic newsletter or reports and articles on discrimination, equity initiatives and other activities. Assists and coordinates with development of programs that advance understanding of diversity, equity, and inclusion. Attends community events hosted by the City, other government agencies and community organizations to provide education on City services and initiatives. Evaluates trends related to discrimination reports to raise awareness of civil rights issues in different contexts. Maintains accurate records and prepare reports related to program activities. Responds to inquiries on unlawful discrimination and conduct intake on complaints. Conducts self in a manner which promotes and supports inclusivity in the workplace and community. Performs all other related duties as assigned.

**Minimum qualifications:**  
Bachelor’s degree in cross cultural or international studies, human rights or a related field required. Or equivalent combination of education, experience and training. Knowledge of the role of local government, civil rights law in the United States and an understanding of the origin and causes of discrimination required. Knowledge in the field of diversity required. Ability to manage and organize data required. Ability to communicate effectively, both orally and in writing required. Ability to plan, organize, and prioritize work required. Ability to make public presentations required. Valid driver’s license with a satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

**Preferred qualifications:**  
Experience in public engagement and event planning preferred. Experience in social or human services research and analysis 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 26, 2019