Accepting applications for:

**Hourly Climate Action Communications Assistant**  
Office of Climate Action & Outreach  
City Manager’s Office

**Application deadline: Friday, September 18, 2020**  
Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

Variable hours up to 10 hours per week  
Wage: $13.25 per hour

**Job summary:**
Under direct supervision, assists in creating materials to promote awareness of the City’s climate action 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 climate action-themed posts and helps create content for the Office of Climate Action & Outreach. Assists with other miscellaneous 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 combination of coursework or experience in one of the following areas: journalism, communications, graphic design, sustainability, environmental science, marketing or a related field. Requires ability to effectively communicate both written and orally with diverse audiences. Some experience with photography preferred. General understanding of social media such as Facebook, Twitter, and Instagram preferred. Accessible document creation skills are helpful. Spanish or other language skills a plus.

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

Date posted: August 31, 2020