



Accepting applications for:

Civil/Human Rights Engagement Specialist

Human Rights / City Manager's Office

Application deadline: Monday, November 3, 2025

Visit www.icgov.org/jobs to apply online

Permanent full-time position available

Wage: \$64,292.80 – \$80,620.80 (starting wage contingent upon experience)

Hours: Monday – Friday, 8:00am – 5:00pm, some evenings & weekends required

Job summary:

Develop news releases, flyers, brochures and digital content to promote initiatives, events and programs. Manage website and social media to improve public access to information and engagement. Attend monthly Human Rights Commission meetings (evenings) and participate in community events (evenings/weekends) to support outreach. Track and analyze outreach effectiveness; recommend strategies for improvement.

Minimum Education, Experience, Certification/Licensure, Other:

Associate's degree from an accredited educational institution and one year of related experience; or three years of related experience and/or equivalent combination of education and experience. Valid State of Iowa driver's license with satisfactory driving record required. Must be 18 years of age. Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other:

Bachelor's degree from an accredited educational institution; or four years of related experience and/or equivalent combination of education and experience. Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint). Strong writing, editing, and visual communication skills. Experience with Adobe Creative Suite (Illustrator, Photoshop, InDesign). Knowledge of WCAG 2 accessibility standards.

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program. Please visit the PSLF website for more information: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service#qualifying-repayment-plans>.

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

Date posted: October 1, 2025

