



Accepting applications for:

Communications Aide

Communications Division / City Manager's Office

Application deadline: Friday, December 5, 2025

Visit www.icgov.org/jobs to apply online

Permanent part-time position available

Wage: \$21.35 – \$27.37 per hour (starting wage contingent upon experience)

Hours: Monday – Friday, 7:45am – 12:15pm

Job summary:

Under direct supervision, greets the public, directs phone calls, responds to questions, offers appropriate assistance, assists with internal communications and outreach to City staff, and performs other clerical duties as assigned. Assists Communications Coordinator in management of customer service tracking software and creates and manages content for the City's employee website, www.iowacity.online. Creates web content for area events and related road closures on www.icgov.org.

Minimum Education, Experience, Certification/Licensure, Other:

High school education or G.E.D. or pursuit of degree and one to three months of related experience or training; or equivalent combination of education and experience. Experience working with the public and computer systems.

Preferred Education, Experience, Certification/Licensure, Other:

High school education or G.E.D. and four to six months of related experience or training; or equivalent combination of education and experience. Experience in professional writing. Bilingual speaking ability.

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: November 14, 2025

