

NOW HIRING

PART-TIME GRAPHIC DESIGNER



The City of Cedar Falls is accepting application materials for a 29 hour/week **Graphic Designer** with flexible work hours to be discussed. The hourly starting rate will be \$26.939, depending on qualifications. The position is eligible for annual performance increases and part-time benefits including voluntary dental, vision, and other voluntary insurance benefits; pro-rated holidays, sick leave, and vacation; bereavement leave; tuition reimbursement; wellness; and retirement plans.

Duties will be communications-related including graphic design, website maintenance including communications content published and managed through the City's website content management system, social media and electronic presentation support, and editing City communications and publications. This individual will also coordinate the design, presentation, production, and distribution of printed and electronic materials; assist and support staff throughout the organization; and perform related administrative duties in support of the Information Systems Division.

The position requires two years of experience in graphic design, graphic communications, marketing, public relations, or a related field and an associate degree in graphic design, graphic communications, marketing, public relations, or closely related program. Proficiency in Adobe InDesign, Illustrator, and Photoshop are required and experience with content management systems is preferred. A post-offer, pre-employment background, physical, and drug screen will be required for the selected individual.

For consideration, apply online at <https://www.cedarfalls.com/jobs> (preferred) or print and complete an application from the above link and email to Jobs@cedarfalls.com or provide to Cedar Falls City Hall by mailing or delivering to: City of Cedar Falls, Finance & Business Operations Dept., Attn: PT Graphic Designer, 220 Clay Street, Cedar Falls, IA 50613. Proof of education or transcript copy, and relevant certifications are encouraged at the time of application and will be required before interviews are completed. Submission of a resume and a portfolio or link to a portfolio are also encouraged. The deadline for materials is Thursday, June 25 at 4:30 p.m.

EQUAL OPPORTUNITY EMPLOYER

