

**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 expected starting pay range will be \$23.385 - 29.231/hr. depending on qualifications and the position is eligible for annual merit-based performance increases. This position also includes part-time benefits including pro-rated holidays, vacation, and sick leave; tuition reimbursement; bereavement leave; wellness; and retirement plans.

Duties will be communications-related including graphic design, website maintenance, 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 and an associate degree in graphic design, graphic communications, marketing, public relations, or related fields. Proficiency in Adobe InDesign, Illustrator, and Photoshop are required and experience with content management systems is preferred. A post-offer, pre-employment physical and drug screen will be required for the selected individual.

For consideration, apply online at www.cedarfalls.com/jobs (preferred) or print an application from this link (or obtain from Cedar Falls City Hall) and complete and forward to Jobs@cedarfalls.com or mail or deliver 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 is also encouraged. The deadline for materials is January 20 at 4:30 p.m.



EQUAL OPPORTUNITY EMPLOYER