Accepting applications for:

Community Outreach Assistant
Support Services Division
Police Department

Application deadline: Friday, September 16, 2022
Visit www.icgov.org/jobs to apply online

One permanent full time position available
Full salary range: $46,883.20 – $60,299.20
Hours: Monday – Friday, schedule will vary with hours between 9:00am – 9:00pm
Must have ability to flex work hours for weekend events as needed

Job summary:
Under general direction, establishes and maintains relationships within the community which foster positive communication and interactions between the Police Department and the public.

Minimum qualifications:
High school diploma or equivalent required. A minimum of 1 year of successful work experience in at least one of the following four areas required: 1) customer service; 2) marketing; 3) communications; 4) working with youth. Or equivalent combination of education and experience. Excellent verbal, written, interpersonal communication and computer skills required. Valid driver’s license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred qualifications:
Associate degree or above from an educational institution accredited by a DOE recognized accreditation body or equivalent experience in marketing or communications related field preferred. Knowledge of the purpose of law enforcement and the criminal justice system preferred. Proficiency in other languages a plus.

More information:
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.

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, 2022