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## POSITION ANNOUNCEMENT

### Secretary

Iowa School for the Deaf is seeking a highly organized, detail-oriented person with at least of two years of related experience. This position will support the communications department for Iowa Education for Deaf & Blind, and requires interaction with staff, families, donors, vendors and other publics for both Iowa School for the Deaf and Iowa Educational Services for the Blind & Visually Impaired.

**APPOINTMENT TYPE:** Full time (40 hours per week), Monday-Friday, Year-round

**LOCATION:** Council Bluffs, IA

**COMPENSATION:** Pay starts: \$17.11/per hour  
Comprehensive benefit package

**PRIMARY FUNCTION:** Under general supervision, performs office work such as coordinating meetings, drafting correspondence, mailings, creating and updating databases, working with a variety of web-based applications to support email marketing and social media campaigns as well as website updates. This position requires excellent interpersonal and written communication skills, the ability to communicate with a range of publics and working with confidential information. Position requires anticipating and responding to cyclical internal and external stakeholder needs. Demonstrated ability to multi-task and continually prioritize workload without compromising attention to detail required.

**QUALIFICATIONS:** Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to two years of full-time employment and includes the use of word processing. Strong typing skills are a must. Experience with Microsoft Office, Google products, virtual meeting software. Able to research on internet. Familiar with basic social media functions. Helpful experience: preparing ADA accessible documents, experience in a news or communication environment, familiarity with donor relations and basic structure of Iowa's legislative system. Applicants must have the ability to reach the level of sign language proficiency designated for the position within the time frame established by the School's Sign Language Communication Policy.

**ADDITIONAL INFO:** Criminal and other relevant background checks required.

**APPLICATION PROCESS:** Apply by downloading application from the 'employment' link on ISD's website [www.iowaschoolforthe deaf.org](http://www.iowaschoolforthe deaf.org). Attach the completed application AND a cover letter to an email to [human.resources@iaedb.org](mailto:human.resources@iaedb.org).