

## **Position Announcement Communications Specialist**

The Iowa Association of School Boards (IASB) is seeking a creative, organized, and collaborative professional to serve as a Communications Specialist. This position supports IASB's communications, marketing, digital engagement, and event promotion efforts to strengthen member awareness, participation, and engagement across the association.

The Communications Specialist assists with member communications, social media management, digital content coordination, event marketing, and cross-team communication efforts. The role works collaboratively across the organization to deliver clear, consistent, and engaging communications that support IASB's mission and strategic priorities.

Qualified candidates should possess a bachelor's degree in communications, journalism, public relations, marketing, or a related field. One to three years of related experience is preferred. Strong writing, organization, attention to detail, and the ability to manage multiple projects and deadlines are essential. Experience with social media management, digital engagement, photography, video editing, website content management, and multimedia content creation is preferred.

Key responsibilities include assisting with member communications, social media and digital engagement, event marketing and promotion, website updates, digital content creation, communication timelines and campaigns, and podcast, video, and multimedia communications. The position will also collaborate with internal teams to support member engagement initiatives and help maintain brand consistency across communications and promotional materials.

Because this position requires strong communication skills, creativity, organization, and attention to detail, applicants must submit a resume and cover letter that clearly answers the following questions:

- Describe your experience creating written, digital, or social media content for different audiences and platforms. What types of content have you enjoyed creating most?
- Share an example of a communication project, campaign, event promotion, or social media effort you helped coordinate. What was your role, and what made the effort successful?
- Describe your experience with digital tools such as social media platforms, email marketing systems, website content management systems, graphic design tools, or video editing software.

The salary for this position is expected to be around \$50,000, depending on qualifications and experience, and includes a competitive benefits package.

Apply by June 1, 2026, by submitting a resume and cover letter to Stephanie Rousseau, Iowa Association of School Boards, 6000 Grand Avenue, Ste. A, Des Moines, IA 50312 or email to [srousseau@ia-sb.org](mailto:srousseau@ia-sb.org). Applications that do not include both a resume and cover letter meeting the requirements above will not be considered.