

## **Position Announcement**

### **Graphic Designer & Web Specialist**

The Iowa Association of School Boards (IASB), a statewide education nonprofit, is seeking a qualified Graphic Designer & Web Specialist to join our Communications & Events Team. This full-time position plays a key role in supporting IASB's digital presence by leading graphic design, website management, and multimedia production. While primarily focused on digital and creative work, this role will collaborate closely with other IASB teams to develop materials that support advocacy, board development, member engagement, training, and major events, including BoardCon. The position reports to the Associate Executive Director, Communications & Events.

The ideal candidate will have strong technical and creative skills, demonstrate a high level of design proficiency, and bring a user-centered mindset to digital experience work. Applicants should have experience with graphic design, website content management, and multimedia production, with the ability to manage multiple projects, meet deadlines, and maintain exceptional accuracy and attention to detail.

A bachelor's degree in graphic design, web development, digital media, communications, or a related field is preferred, along with 1–3 years of relevant experience. Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop; Premiere or Audition preferred) is required. Experience with content management systems, basic HTML/CSS, podcast/audio editing, and video production is strongly preferred. Successful candidates must be comfortable working both independently and collaboratively, maintaining discretion, and adhering to IASB policies and procedures.

### **Application Process**

Interested candidates should submit a resume along with a cover letter to Stephanie Rousseau at Iowa Association of School Boards, 6000 Grand Avenue, Ste. A, Des Moines, IA 50312, or via email at [srousseau@ia-sb.org](mailto:srousseau@ia-sb.org).

### **Deadline**

Apply by **Tuesday, Dec. 9, 2025**, by submitting both a resume and cover letter as outlined above. Incomplete applications will not be considered.