

Communications Manager Position Description

This position will coordinate and create multi-media projects, working collaboratively with our Office Professional team, director, and team of agents serving Crawford, Montgomery, Wilson, and Labette counties. They will promote the Wildcat District as the go-to source for relevant, reliable, evidence-based information and report to the District Director. Relevant job skills include multimedia communication (print, video, and social media), photography, project management, strategic planning, and public relations. Office negotiable between the four counties, but a willingness to travel between counties for work is required. **Pay Range: \$15-\$19/hour depending on education and experience – full-time plus full benefits. Interested applicants should send cover letter, resume, references, and relevant work samples to francesgraves@ksu.edu**

Essential Functions Include:

- Work with director and agents to collect data, develop and implement both long-range and project-based communications strategies.
- Develop and produce content to engage and educate audiences across various channels, including video, digital newsletters, graphics, Web site, and multiple social media platforms.
- Oversee the development and maintenance of the district's Web site.
- Work with Office Professional Team to develop and execute email and text campaigns.
- Help manage and drive events and campaign rollouts, including developing electronic registration and invitation methods.
- Organize online event marketing, create a social sharing plan, manage "day of" social media.
- Identify and research media outlets, producers, and reporters receptive to the district's content.
- Identify good stories and exercise good storytelling skills for print, digital and video mediums.
- Work with Communications Office Professional to pitch television, radio, print, and online media and secure stories for placement.
- Proofread and coordinate production of communications materials
- Other projects as assigned.

Education and/or Qualifications Required:

- Associate degree required; Bachelor's degree preferred. A degree with an emphasis in communications, marketing, or related area is also preferred.
- Flexible, team player with a positive, can-do attitude and ability to work collaboratively with co-workers and volunteers in a fast-paced environment.
- Highly motivated, results-oriented self-starter able to work independently to produce high-quality work, managing multiple clients and projects.
- Experience with communications research and strategy; media relations; developing content for various audiences and mediums including video; digital engagement best practices.
- Professional, well-organized, and strong attention to detail.
- Committed to excellence, curious, and eager to constantly learn and grow.