



## Communications and Programs Director

<b>Full or Part Time:</b>	Full Time Non-Exempt
<b>Regular or Temporary:</b>	Regular
<b>Salary:</b>	\$50,00 to \$60,000
<b>Benefits:</b>	Health insurance is provided at time of employment. Dental insurance is available as an employee-paid option. A tax-deferred pension plan is available after a year's employment.
<b>In person or remote:</b>	Hybrid
<b>Immediate Supervisor:</b>	Executive Director

**Application Process / deadline:** To apply, send a resume with references and cover letter explaining your interest in the position to Julie Mulvihill, Executive Director, at [julie@humanitieskansas.org](mailto:julie@humanitieskansas.org). Include links or attachments to two writing samples that demonstrate capacity for this particular audience. Deadline: May 6, 2021.

**Description:** Are you a highly motivated, creative individual with a passion for engaging with people in person and online? **Humanities Kansas is seeking a Communications and Programs Director** to manage and enhance established communications, messaging, and programs. This is a leadership position and the work requires an outgoing and experienced individual – someone who has professional writing experience and has a way with words; someone who is excellent at program development and management; and someone who thrives on a wide variety of work responsibilities and the time management involved. The ideal candidate can do all of the above and is passionate about the humanities and recognizes the opportunities, stories, and challenges of Kansas. This position will be part of a strong and versatile team and will work closely with all staff members – including those in finance, programs, grants, and development.

**Humanities Kansas** is an independent nonprofit spearheading a movement of ideas to empower the people of Kansas to strengthen their communities and our democracy. Since 1972, HK's pioneering programming, grants, and partnerships have documented, amplified, and shared stories to spark conversations and generate insights. Together with statewide partners and supporters, HK inspires all Kansans to draw on diverse histories, literatures, and cultures to enrich their lives and to serve the communities and state we proudly call home. At Humanities Kansas we believe that democracy demands wisdom and vision in its citizens – and that the humanities provide a way to gain both. Our work embraces the stories and insights the humanities offer and creates spaces for the movement of ideas to happen across Kansas.

### Responsibilities

1. Plan, write, and produce print and digital publications and develop new content for social media platforms. This includes communicating with broad and diverse audiences, developing strategies and tactics to reach various publics, managing and overseeing social media marketing campaigns, and monitoring trends in social media tools, applications, channels, design, and strategy. Some staff support provided.
2. Manage established HK-conducted programs with collaboration and support from HK staff, including maintaining program catalogs, coordinating event details for public events, expanding existing evaluation data, boosting equity initiatives, and maintaining accurate and up-to-date records and program data in HK's internal database. As needed, develop and implement responsive new public

programs using literature, historical texts, exhibitions, public conversations, and other tools of the humanities.

3. Work with the public, leaders in the cultural nonprofit sector, and humanities professionals at higher education institutions and in other settings. All communications and program work depends on developing and maintaining strong relationships.

4. Additional duties and responsibilities may be added to this job description at any time. *The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.*

### **Knowledge/Skills/Abilities**

- Self-motivated, collaborative, critical thinker
- Able to effectively communicate information and ideas in written, audio, and video format
- Exceptional writing and editorial skills with publications management experience
- In-depth experience with social media platforms and use in a professional setting; proficiency with digital marketing
- Advanced program or project management skills and experience
- Knowledge of Kansas history, heritage, literature, geography and established relationships with the cultural sector
- Proficiency with Mac products and software
- Experience with database administration
- Available for occasional travel within Kansas (reimbursed)
- Flexibility to support occasional evening and weekend work
- Team player who is an exceptional manager and colleague

### **Education and/or Equivalent Experience**

- Holds a bachelor's degree in communications, public relations, marketing, journalism, English, history, or a related field. Master's degree preferred.
- 5+ years of experience in program development and management

### **Physical Demands**

- Ability to sit for extended periods of time
- Ability to drive. Must have current valid driver's license
- Ability to read computer screens, email and mail, and talk on the telephone
- Ability to lift up to twenty-five pounds and traverse flights of stairs

### **Work Environment**

- Professional and deadline-oriented environment in an office setting
- Frequent interaction with staff and others by phone and email
- Humanities Kansas is following the federal, state, local and CDC guidelines regarding COVID practices. This means that staff is currently working a hybrid schedule with limited days in the office with only 50% of the staff in the office at the same time. We will do so until it is safe to fully return to the office. We offer a stipend to employees to help with expenses working remotely. Our offices are located in downtown Topeka. Office hours – whether remote or in the office – are 8:30 am to 5:00 pm, but we do our best to offer flexible working schedules to accommodate the professional and personal needs of our staff.
- *Humanities Kansas provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*