



Communications Coordinator

Humanities Kansas is seeking a Communications Coordinator to manage digital, print, and social media communications.

Job Classification

This position is part-time temporary position with no benefits. Employee has the option to work remotely or in the Topeka office.

Application deadline

First review of applications will occur January 23, 2020. Position remains open until filled.

Work Schedule

If working remotely, the position has flexible hours. If the employee chooses to work in the Topeka office, the hours must occur between 8:30-5:00 Monday-Friday.

Major Duties

- Create, compose, format, and send two e-newsletters monthly written for a general audience
- Create content for up to four print publications annually written for a general audience
- Create content and manage social media on twitter, Facebook, and Instagram
- Create content and manage HK campaigns intended for the public-at-large
- Manage Story Chasers, HK's online micro-stories project
- Attend two staff meetings monthly
- Attend up to six HK sponsored events annually for live coverage

Required Qualifications

- Bachelor's degree in a humanities discipline
- Experience in similar capacity
- Strong storytelling skills with excellent written and verbal communication capabilities
- Proficiency with social media platforms in a professional setting
- Proficiency with Constant Contact, Microsoft Office, Word, Excel
- Ability to communicate efficiently and effectively through email
- Ability to meet deadlines and handle multiple projects concurrently with minimal supervision
- Ability to exercise good judgement with precise attention to detail and level of accuracy
- Ability to work with others in positive and friendly ways
- Ability to sit for periods of time, read computer screens and email, and talk on the telephone
- Ability to travel in-state to attend events. Must have valid driver's license

Salary

\$10,000. This is an 8-month position – February through October 2020 – with potential for renewal.

To apply

Send cover letter that addresses how your experiences meet the requirements of this position, plus a resume and contact information for two professional references to julie@humanitieskansas.org

About Us

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, our pioneering programming, grants, and partnerships have drawn on our state's diverse history, literature, and cultures to spark conversations, generate insights, and encourage new ideas.

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.

