

Part-Time Communications Professional Position Description

K-State Research and Extension-Sedgwick County

DEADLINE TO APPLY: Friday, March 15th at 5:00 p.m.

APPLICATION MATERIALS: To be considered for this position, an APPLICATION, COVER LETTER AND RESUME ARE REQUIRED. Please send to Jennifer Brantley, Extension Director at brantley@ksu.edu.

Employer and Supervisor: The office professional reports to the county director. The county extension board provides compensation and benefits.

Location: Sedgwick County Extension Education Center, 7001 W. 21st St. N., Wichita, KS

Position Type: Part-time, 20 hours a week.

General Responsibilities: The part-time communications professional will work closely with our team of agents to develop communications strategy, media relations, social & digital media, and content services. This position will help promote Sedgwick County Extension as the go-to source for relevant, reliable, research-based information.

Pay Rate: \$13.00 an hour. Benefits are not provided for this part-time position.

Responsibilities:

- Work with director to develop and implement long-term and project-based communications strategies
- Develop and produce content to engage and educate audiences across various channels, including newsletters, blogs, graphics, website, social media
- Oversee the development and maintenance of the County Extension's website Help to develop and produce promotional materials for agents, including taking photos, videos, using Adobe Spark, Canva, Facebook, or other social media platforms.
- Develop and execute email programs and strategies through campaigns and actions.
- With director, research and collect information and data for content and communications strategy
- Help manage and drive events and campaign rollouts, including developing email invitations, managing invitation lists
- Organize online events, performing outreach and marketing, creating social sharing toolkits, managing "day of" social media and more
- Identify and research media outlets, producers, editors, and reporters receptive to Extension's message
- Identify good stories and exercise compelling storytelling skills
- 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 Experience:

- High School Diploma or GED with at least 2 years of experience in communications or marketing.
- Associate degree or higher in communications, marketing, or related degree preferred.
- Team player with a positive can-do attitude, ability to work independently to produce high quality work products, and manage multiple clients and projects
- Proven experience with communications research and strategy; media relations; developing content for various audiences; digital engagement best practices
- Ability to work collaboratively with co-workers and volunteers
- Professional, well organized and strong attention to detail
- Committed to excellence, and eager to constantly learn and grow
- Highly motivated, and results oriented, able to complete tasks efficiently in a fast-paced environment

- Flexible and able to work cooperatively under pressure
- Extension experience is a plus

This work is primarily sedentary and will be performed at a desk in the office environment. The work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with duties.

K-State Research and Extension – Sedgwick County is an equal opportunity provider and employer. A criminal background check is required.

Date of Application

OFFICE PROFESSIONAL - APPLICATION FOR EMPLOYMENT

A resume may be attached.

NAME

First Name

Middle Initial

Last Name

ADDRESS

Street Address

City

State

Zipcode

TELEPHONE (Mobile)

(Home)

E-MAIL ADDRESS

What is the earliest date you will be available to start work?

EDUCATION

High School Diploma or GED certificate Yes

No

COLLEGE, BUSINESS OR VO-TECH SCHOOLS ATTENDED

List names and locations of schools, degrees or certificates received and special skills learned. Limit 1100 characters

PLEASE LIST COMPUTER SKILLS: Limit 1600 characters

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JOB SKILLS

This is a skill inventory to determine relevant education and/or work experience for the skill(s). Please all box(es) that apply.
Indicate years of experience.

SKILL DEFINITION	TRAINING	YEARS OF EXPERIENCE
SOCIAL MEDIA MARKETING		
WEBSITE OVERSIGHT: Oversee the development and maintenance of the County Extension website. Keep website current with Center information and programs.		
DATA COLLECTION: Research and collect information and data for content and communications strategy.		
OTHER COMMUNICATION DUTIES: Manage and drive events and campaign rollouts, including developing email invitations, managing invitation lists.		
Organize online events, performing outreach and marketing, creating social sharing toolkits, managing "day of" social media		
Identify good stories and exercise compelling storytelling skills.		
Serve as a leader in creation, proofreading and production of all Center communications materials.		
Develop and produce content to engage and educate audiences across various channels, including newsletters, blogs, website, and social media.		
Help to develop and produce promotional materials for agents, including taking photos, videos, using Adobe Spark, Canva and other media platforms.		
Network with other professionals outside of Extension to identify media outlets, producers, editors and reporters receptive to Extension's message.		
Work with in-house Writer/Editor for K-State's Division of Communications and Marketing		

Please list any job skills you may have that are not listed above.

WORK HISTORY

List in order all positions you have held starting with most current, including any time you were in business for yourself and any periods of military service. If your duties changed significantly in the course of any employment, indicate changes as separate employment.
Resume may not be substituted for following employment history.

Last or Present Employment

Employer: _____ Job Title: _____
Address: _____ Dates of employment: _____ to _____
Phone: _____ Hours per Week: _____ Immediate Supervisor: _____
Type of Business: _____ # of People Supervised: _____ for _____ years _____ months
Duties While Employed (also list equipment used regularly in the work of this position): _____

Reason for Leaving: _____

Other Employment

Employer: _____ Job Title: _____
Address: _____ Dates of employment: _____ to _____
Phone: _____ Hours per Week: _____ Immediate Supervisor: _____
Type of Business: _____ # of People Supervised: _____ for _____ years _____ months
Duties While Employed (also list equipment used regularly in the work of this position): _____

Reason for Leaving: _____

Other Employment (CONT.)

Employer: Job Title:
Address: Dates of employment: to
Phone: Hours per Week: Immediate Supervisor:
Type of Business: # of People Supervised: for years months
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

Employer: Job Title:
Address: Dates of employment: to
Phone: Hours per Week: Immediate Supervisor:
Type of Business: # of People Supervised: for years months
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

REFERENCES

May we contact your present employer regarding your qualifications? Yes No

Please list three persons in addition to the employers named above. Do not include relatives.

Name Telephone

Address

Name Telephone

Address

Name Telephone

Address

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to K-State Research and Extension to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give K-State Research and Extension information they may have with respect to my work experience with them.

Signature