EMPLOYER AND SUPERVISOR
K-State Research and Extension Post Rock District serves Jewell, Lincoln, Mitchell, Osborne, and Smith Counties in North Central Kansas. The extension unit has offices in Beloit, Lincoln, Mankato, Osborne and Smith Center, KS. Primary office location is negotiable. The Post Rock District Extension Board provides the salary and benefits for this position. The Communications Manager reports to the Post Rock District Director.

RESPONSIBILITIES
The Communications Manager will serve as an integral team member of the Post Rock District. This professional is influential in visioning, creating, building, producing, and writing to harness traditional and innovative communication delivery platforms in order to advance the mission of K-State Research and Extension.

- Present a positive, professional and inviting impression of the Post Rock District Extension Unit, K-State Research and Extension (KSRE), and Kansas 4-H while interacting with the public and performing responsibilities.
- Self-starter who is excited about essential communications and has a desire to work in a creative environment where marketing and communication plans are created to tell stories and extend education to all Kansans through the KSRE mission. Committed to excellence. Eager to constantly learn and grow.
- Establish and maintain effective working relationships with co-workers, clients and appropriate community partners. Comfortable working individually and with in-person and distance-connected groups to accomplish goals.
- Communicate effectively both verbally and in writing. Apply knowledge of English and other relevant languages, spelling, grammar, and basic math.
- Lead strategic planning of communications outreach driven by research, best practices, analysis, community needs, and extension initiatives.
- Demonstrate videography and photography skills to capture content in a variety of forms for marketing, educational, information sharing, and impact storytelling purposes.
- Edit media and communications content for use on diverse digital and print communication platforms.
- Organize and manage resources, tasks and team members to vision, plan and produce high-quality projects in a fast paced environment. Flexible and able to work cooperatively under pressure.
- Work closely with District Extension Agents to extend content aligned with action plans to target audiences through appropriate communication channels which many include but are not limited to: online courses, website, social media, television, print media, etc.
- Work with the District Director and other appropriate team members to complete community vitality education and outreach efforts in the local unit.
- Provide onsite and distance technology and communication support to extension education and outreach programs as needed to effectively achieve program area and communication goals.
- Serve as the local unit’s expert in communications research and strategy, media relations, digital engagement best practices, etc. Work with the District Director to provide training to team members as appropriate.
- Support team members with communication related goals to ensure consistent branding and professional products. This may include, but is not limited to support team members assigned to creation and distribution of documents such as newsletters, news releases, meeting/event notices, fliers, brochures, graphics, videos, etc. through multiple delivery methods, including but not limited to face-to-face and digital outreach platforms.
- Operate equipment, utilize technology software and other appropriate tools to complete responsibilities. This may include but is not limited to: computer, smart devices, basic word processing, spreadsheet and database applications, Microsoft Office Suite, Google Suite, Zoom, Adobe Creative Suite, Adobe Premier Pro, Canva, Blogspot, WordPress, project management systems, website content management system, social media platforms, etc.
- Keep sensitive information in a confidential manner. Process and distribute sensitive and public information with respect to KSRE workplace ethical considerations and in a professional manner.
- Perform other relevant duties as assigned by the District Director.
QUALIFICATIONS
Associate degree in communications, marketing or related degree required. Bachelor’s degree preferred. Previous experience in extension or communications related field. Access to a personal vehicle, and the ability to obtain/maintain a valid Kansas Driver’s License. A criminal background check is required.

BENEFITS
Salary: This is a full-time exempt position. Salary will be set by the Post Rock District Extension Board. The base starting salary is $36,000. The employer will contribute a Social Security benefit according to the employer’s share of the salary each month to the Social Security Administration. Pay periods will be monthly.

Working Hours: The employee will work during the standard business hours of the office. Due to the nature of the position, there may be times when the employee will need to work alternative hours.

Retirement: The employee will be enrolled in KPERS (Kansas Public Employees Retirement System).

Health Insurance: The Post Rock District Extension Board will pay $253.00 each month to the employee. Payment will be added to hourly wage check and will be taxable.

Holidays: Paid holidays are in accordance with each respective courthouse policy.

Leave: Annual leave (vacation) is accumulated at the following rate:
- Employed one through five years: one day per month, 12 days per year
- Employed five through fifteen years: one and one half days per month, 18 days per year
- Employed more than fifteen years: two days per month, except for the month of June, for a maximum of 22 days per year

Sick leave is accumulated one day per month.

Bereavement Leave, Court Leave, and Family Medical Leave Act (FMLA) benefits are available to the employee. Additional questions about benefits for this position can be directed to Nora Rhoades, District Director.

EQUAL EMPLOYMENT OPPORTUNITY
K-State Research and Extension Post Rock District is an equal opportunity provider and employer.

APPLICATION PROCEDURE
To apply, submit a cover letter, resume, and a sampling of work via a communications portfolio. Position is open until filled. Application review will begin August 28, 2020. Applications must be submitted by email to Nora Rhoades, District Director, at nrhoades@ksu.edu, or as a hard copy to a Post Rock District Office. Email subject: “Communications Manager Application”.

For more information, contact Nora Rhoades, District Director, 785-378-3174, or nrhoades@ksu.edu. For more information about the Post Rock District, visit: www.postrock.ksu.edu.