

Communications and Extension Outreach Coordinator

Position Description

Employed by: Shawnee County Extension Council

Full Time: 40 Hours per week, Monday-Friday 8am-5pm

Description

The Communications and Extension Outreach Coordinator will manage internal and external communications, coordinate Extension event logistics, and perform other administrative tasks under the direction of the Shawnee County Extension Agents and supervision of the Shawnee County Extension Director. The position will also oversee the 4-H School Enrichment program and work with Shawnee County schools to maximize the use of those programs in local schools.

This position will have occasional evening and weekend work, and the notice of those times will be given with at least two weeks' notice.

Responsibilities

In consultation with the Shawnee County Extension Agents:

1. Create Marketing Materials and Registration Systems for Office Programs
 - Develop a communication strategy with Extension Agents to best promote and market their educational efforts.
 - Assist with creating event fliers with the appropriate K-State Extension disclaimers and wordmarks. Maintain detailed and accurate records of event registrations.
 - Collect demographic information and other reporting metrics Extension Agents will provide when appropriate.
 - Under the direction of the 4-H Youth Development Agent, create and distribute the monthly Shawnee County 4-H newsletter and other 4-H correspondence.
 - Work with the 4-H Agents to keep 4-H online updated and send broadcast e-mails on behalf of 4-H under the direction of the 4-H Youth Development Agent.
2. Maintain the Shawnee County Extension Website and Social Media Accounts
 - Under the direction of Extension Agents, update and edit the various pages of the website.
 - Ensure the website complies with all K-State Extension language, branding and wordmark requirements.
 - Maintain and organize photo releases for images used on the website and in marketing materials to ensure compliance with K-State policies regarding the publication of photos of adults and youth.
 - Work with Extension Agents and staff to create and post content to the Office's social media accounts that promote programs, services, events, and the work of the office.
3. Administer the 4-H School Enrichment Program
 - Under the direction of the 4-H Youth Development Agent, work with schools to schedule, deliver and bill for the School Enrichment Programs.
 - Update and publish the online and paper School Enrichment booklet that markets the programs.
 - Evaluate the programs with the classrooms that use them to suggest and make changes to keep them relevant and impactful.
 - Collect student demographics and impacts for School Enrichment.
4. Work with Extension Agents to ensure K-State Extension and 4-H program mission and policies are followed
 - Implement policies according to the Kansas 4-H Youth Development Policies, Best Management Practices and information
 - Provide an equal opportunity and welcoming environment for all community members

5. Other duties as assigned.

Qualifications

Required:

- Passion to work with Shawnee County residents, volunteers and youth
- Proficient in Microsoft Office 365, Microsoft TEAMS, internet and email applications
- Access to a personal vehicle and a valid Kansas Driver's License
- Be approved through required background screening
- Ability to work Monday through Friday 8am to 5pm schedule.
- Excellent communication skills written, verbal and interpersonal
- Ability to work in a collaborative work environment
- Ability to represent Shawnee County K-State Research and Extension in a positive and professional manner.

Preferred:

- Bachelor's degree in a related field, or an equivalent combination of relevant education, training, and experience to perform the essential functions of the position.
- Experience marketing events
- Experience working with volunteers and co-workers to accomplish goals

Compensation

Starting salary is negotiable and will be based on previous work experience, educational background and available funds. Compensation range is between \$18-\$20 an hour based on work experience.

Application Procedure

The following application materials may be sent by email to candism@ksu.edu or dropped off at the Shawnee County Extension Office, 1740 SW Western Ave, Topeka KS 66604

Cover Letter

Application: Located at shawnee.ksu.edu

Optional Resume (Resume is not a substitution for an application)

Questions regarding this position should be directed to Candis Stiles, Shawnee County Extension Director at candism@ksu.edu or 785-232-0062

A position offer is contingent on a successful pre-employment criminal background check.

K-State Extension is committed to providing equal opportunity for participation in all programs, services, and activities. Program information may be available in languages other than English. Language access requests and reasonable accommodations for persons with disabilities, including alternative means of communication (e.g., Braille, large print, and American Sign Language), may be requested by contacting Candis Stiles at 785-232-0062 or candism@ksu.edu. Language access services, such as interpretation or translation of vital information, will be provided free of charge to limited English proficient individuals upon request.

Kansas State University is an equal opportunity provider and employer.