Communications Coordinator
Topeka, KS

KHRC is looking for a Communications Coordinator for the Administrative Division.

This position will:

- Help maintain web content.
- Maintain company presence on social media sites.
- Organize and oversee community events.
- Greet and direct visitors to appropriate staff person.
- Operate a multi-line business telephone console.

Knowledge, Skills and Experience
A Bachelor's degree in Marketing, Communications, English, Journalism or related field. A combination of education and experience may be accepted as determined relevant by KHRC.

What We Offer
Paid Time Off
Discretionary Day
Paid Holidays
Paid Maternity/ Paternity Leave
Medical, Dental, and Vision Insurance
Retirement Plan
Tuition Assistance
Paid Covered Parking

Resumes will be accepted until Friday, March 20, 2020

Starting pay for this position is $18.00/hour.