



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

Kansas Housing Resources Corporation

We help Kansans access the safe, affordable housing they need and the dignity they deserve.

KHRC is an Equal Opportunity Employer

TO APPLY, SEND COVER LETTER AND RESUME TO:

Deanna Johnson

Director of Human Resources
611 S Kansas Avenue, Suite 300
Topeka, KS 66603

PHONE:
785-217-2009

WEBSITE:
kshousingcorp.org

EMAIL:
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Starting pay for this position is \$18.00/hour.