



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:
djohnson@kshousingcorp.org

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

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.
- Ensure all promotional materials are aligned with brand identity.
- Produce professional business correspondence.

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, January 15, 2021

KHRC has implemented procedures to minimize the risk of exposure to COVID by practicing social distancing, reduced customer capacity, face mask policy and enhanced cleaning procedures. All interviews are fully remote.