



Communications Associate

Topeka, KS

KHRC is looking for a Communications Associate to join the Communications team. This position will:

- Manage departmental content calendar
- Manage and assign incoming HelpDesk tickets
- Manage subscription and distribution lists of stakeholders
- Monitor local, statewide, and national media coverage of KHRC and general housing news
- Compile and distribute monthly staff newsletter
- Manage marketing collateral inventory
- Help manage web content and handle basic updates
- Respond to general housing inquiries
- Provide backup phone and front desk coverage
- Other duties as assigned

Knowledge, Skills and Experience

High school diploma and experience in clerical support, marketing, communications, 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, April 21, 2023.

Kansas Housing Resources Corporation

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

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, it's service, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

Katelyn Ramirez

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

PHONE:
785-217-2052

WEBSITE:
kshousingcorp.org

EMAIL:
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Starting pay for this position is \$20.00/hour depending upon experience.