



# Communications Associate

Topeka, KS

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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

Associates degree and experience in clerical support, marketing, communications, or related field. A combination of education and experience may be accepted as determined relevant by KHRC.

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## 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 Tuesday, March 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](http://kshousingcorp.org)

EMAIL:  
[kramirez@kshousingcorp.org](mailto:kramirez@kshousingcorp.org)

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