



**POSITION:** Digital & Communications Coordinator

**COMPANY:** Kansas Coalition for Common Sense & Kansas Common Sense Fund

**HOURS:** Full Time

**LOCATION:** Virtual, some in-person requirements

## **Our Organizations**

The Kansas Coalition for Common Sense (501 c4) and the Kansas Common Sense Fund (501 c3) are a communications advocacy hub that works to build communication capacity and expertise in partnership with progressive organizations and advocates through research and training.

The Kansas Common Sense Fund believes that our ability to communicate priorities and amplify shared values is central to our success in making Kansas a better place for all. To meet this goal, we conduct research, develop values frames, and effective messages to empower citizens, advocates, leaders, and nonprofit organizations.

We provide innovative research, message guidance, communication training, communication expertise, and collaborative strategies to aligned organizations to grow their capacity and improve collaboration and coordination among partner groups in Kansas. The group is already providing broad training opportunities in media and press relations, storytelling, earned media strategy, digital communication and organizing, paid media, technical communication support, best practices for nonprofit communication strategy, and more.

## **Digital & Communications Coordinator | Job Description**

Primary responsibilities include managing social media and online communications tools and drafting all digital content to advance the Kansas Coalition for Common Sense (KCCS) and Kansas Common Sense Fund's (KCSF) priorities. The digital & communications coordinator works closely and directly reports to the Senior Advisor to implement the internal and external communications strategy for KCCS, as appropriate.

The digital & communications coordinator position is virtual, but requires some travel within the state of Kansas and in-person meetings and events. This position reports directly to the Senior Advisor.



## Digital & Communications Coordinator | Core Responsibilities

- Responsible for social media and online communications across our channels, including but not limited to Facebook, Instagram, Twitter, and YouTube.
- Develop and manage a digital content calendar across our channels.
- Drafts all digital content for supporters and surrogates, as well as KCCS's newsletter, action e-mails, fundraising emails.
- Maintain and update the website.
- Draft compelling copy - based on research - for email, press releases, op-eds, letters to the editor, social media, and more.
- Draft and send media clips, make pitch calls, and other press office duties as needed.
- Help deploy KCCS's rapid response plan during legislative sessions.
- Monitor news and relevant media around progressive issues and topics of interest for KCCS.
- Analyze metrics and report on performance, best practices, and results.
- Learn and utilize a suite of technologies and mobilization tools to advance our goals.
- Work with Senior Advisor and other internal staff on multiple projects.

## Digital & Communications Coordinator | Qualifications

Successful applicants must be committed to the mission of the Kansas Coalition for Common Sense and the Kansas Common Sense Fund. They should be invested and committed to the state of Kansas and our shared progressive organizations, values, and issues.

## Digital & Communications Coordinator | Education and Experience

- A degree in communication, journalism, public relations or a related field, **OR** a minimum of 2 years experience in communication, strategic communications, or writing and/or digital experience working with nonprofit organizations, corporations, campaigns, or government entities.
- Work will be majority virtual, but require some travel within the state of Kansas and in-person meetings.
- Excellent writing and copy-editing skills, and verbal communication skills.
- Understanding of message development.
- Ability to thrive in a constantly changing, often unpredictable, and sometimes stressful environment . And be able to work quickly under multiple deadlines with keen attention to detail and manage multiple projects and deadlines.



- Proficiency with Adobe software including Premiere, After Effects, Photoshop, InDesign, and Illustrator.
- Strong eye for design that fits the Coalition’s branding and message.
- Willing to learn new software programs, and teach colleagues how to use software programs.
- Ability to work effectively in collaboration with diverse groups of people and organizations.
- Receptive to constructive feedback and possessing a growth mindset.
- Passionate about Kansas, motivated, positive, mission-driven, and self-directed.

### **Compensation:**

- Salary: starting at \$50,000 annually (or more depending on previous experience).
- This position includes a benefits package consisting of health coverage, 3% match in SIMPLE IRA after 90 days, and 2 weeks paid time off.
- Please note this job description is not designed to cover or contain a complete listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, or activities may change at any time with or without notice based on organizational needs.

**To apply for this position, send your resume and cover letter to:  
[lauren@kscommonsense.org](mailto:lauren@kscommonsense.org).**

*Kansas Coalition for Common Sense provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*