About This Role: The Kansas Forest Service is looking for a full-time position as a Communications Coordinator. This position will lead and expand the Kansas Forest Service’s formal and informal communications and program marketing efforts. Position will research, write, edit, and produce assigned and self-generated stories that will foster media use, attract readers, benefit Kansas, and create awareness of the Agency. This position will also establish and maintain cooperative working relationships with federal, state, and local natural resource agencies and organizations on forestry and natural resource subjects for purposes of promoting the mission and services of the Agency. The location of this position is flexible.

Why Join Us: The Kansas Forest Service is the 5th oldest state forestry agency in the country established in 1887, and is housed as an independent agency within K-State Research and Extension. The agency employs 35 full-time employees, and 40+ temporary and student positions, housed in Manhattan, KS and offices throughout the state. Our programs include Rural Forestry, Community Forestry, Fire Management, Conservation Tree Planting, Forest Health, and Marketing and Utilization.

KFS works with a diverse group of partners at local, state, and federal levels to help serve the State of Kansas in pursuit of our mission: “Care of Natural Resources and Service to People Through Forestry”. We pride ourselves on the multi-faceted services we provide the many stakeholders of Kansas. KFS contributes an estimated combined economic impact of $34 million annually.

Kansas State University offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, paid time off – vacation, sick, and holidays. To see what benefits are available, please visit: https://www.k-state.edu/hcs/benefits

We Support Diversity and Inclusion: Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the Principles of Community.

What You’ll Need to Succeed: Minimum Qualifications:
- Requires a bachelor’s degree. This position may use an educational equivalency as determined relevant by a hiring manager.

Preferred Qualifications:
- Bachelor's Degree in Communications or Journalism
- Experience with writing, editing, and verbal communications utilizing modern technologies and social media platforms.
• Experience with news reporting, news writing, public relations, or related communications
• Master's in Natural Resources/Agriculture Communications or Journalism
• Possess a high level of interpersonal skills in working with a variety of individuals to maintain effective relationships internally and external to the Agency.

**Other Requirements:**
• Applicants must be currently authorized to work in the United States at the time of employment
• Valid Driver's License upon employment

**How to Apply:**
Please submit the following documents:
1. Cover letter
2. Resume
3. Professional references

**Screening of Applications Begins:**
Screening begins immediately and continues until position is filled. For best consideration, apply by March 11, 2022.

**Anticipated Hiring Salary Range:**
$40,000 - $60,000

**Equal Employment Opportunity:**
Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

**Background Screening Statement:**
In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.