

VACANCY

COMMUNICATIONS ADMINISTRATIVE ASSISTANT

Kansas National Education Association (KNEA) seeks qualified candidates for the Communications Administrative Assistant position.

Position Description: The Communications Administrative Assistant supports the Director of Communications with various functions related to ongoing projects in support of the KNEA Communications and Public Relations program. The position offices at KNEA Headquarters in Topeka, Kansas.

Qualifications:

- Proficiency with various computer programs, including Microsoft Office, Excel, PowerPoint, Outlook, Word, and Publisher
- Knowledge of or ability to easily learn various digital platforms, including websites, mobile applications, etc.
- Graphic design and layout for various production materials
- Strong oral and written communication and excellent organization
- Strong grammar, editing, and proofreading skills
- Basic knowledge of working with the media
- Ability to work effectively as a member of a team
- Ability to maintain confidentiality, support KNEA's mission, and work in an ever-changing environment
- Ability to work effectively under the pressure of deadlines and high-quality standards, using good judgment in effectively managing changing priorities and resolving conflicts

Position Responsibilities:

- Providing general administrative support with minimum supervision and direction, including document preparation, file management, answering and triaging calls, handling office correspondence, preparing reports, assisting with calendar management, and periodic switchboard coverage
- Error-free proofreading and light copy editing
- Maintaining and updating digital assets, including websites, mobile application and messaging interfaces, e-pub platforms, and web form systems
- Producing print and digital publication layouts per program standards
- Coordinating with the print shop and external vendors to ensure timely delivery of all materials
- Assisting with content production of web, podcasts, visual media, and interactive digital content
- Arranging and implementing meeting logistics
- Preparing and distributing materials
- Assisting with research and data gathering
- Acting as a liaison between the Communications Director, media, and public-facing entities; including coordinating press conferences, delivering press releases and statements, special promotions, and events
- Performing other duties, as assigned

Compensation and Benefits:

- Under the KNEA and Kansas Auxiliary Staff Organization contract
- Salary range: \$36,000-\$45,000, commensurate with experience
- Employer-provided health and dental insurance; life and long-term disability insurance; retirement; and generous vacation, sick, personal, and holiday leaves, as provided in the contract

About KNEA: KNEA's mission is to advocate for education professionals and unite our members, Kansans, and the nation to fulfill the promise of public education to prepare every student to succeed in a diverse and interdependent world. Our vision is a great public school for every student. Our members include PK-12 educators, higher education employees, education support professionals, aspiring educators, and retired educators.

How to Apply: Qualified candidates should email a cover letter, resume, and three (3) references to Sarah Meyer, Executive Assistant, sarah.meyer@knea.org. Applications must be received by May 9, 2024, at 5:00 p.m. CST.

KNEA is an Equal Opportunity Employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.