



POSITION DESCRIPTION

POSITION TITLE: Part-Time Communications Specialist

DEPARTMENT: Communications

CLASSIFICATION: Non Exempt

APPROVED BY:

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director of Communications

POSITIONS SUPERVISED: None

POSITION PURPOSE

Under the supervision of the Director of Communications, the Part-Time Communications Specialist will assist the Kansas Humane Society in creating and promoting positive brand image through pictures, video and graphic design. Production of materials will be used on various KHS platforms including print, online and other marketing products. The role will assist in creative design for marketing strategies with emphasis on revenue-producing materials and campaigns including adoption, retail, education, training services, and third party events. Reporting to the Director of Communications, this person will also work closely with all departments.

ESSENTIAL FUNCTIONS

Photography: Provides updated photographs of animals, the shelter, KHS events and/or images needed for specific campaigns and marketing strategies. Assists in setting up necessary shoots to capture KHS brand message and maintain positive public image.

Quality Assurance: Collaborate with staff to monitor and assist in production of communication materials ensuring consistency and clarity in Kansas Humane Society's brand and messaging.

Graphic Design: Assist in creative and development phases of graphic materials for marketing and communication campaigns and events. Includes production of print and online material, brand signage, and other advertising and marketing products.

Marketing Campaigns: Assist in developing strategy, creating content, assisting with production, and implementing campaigns both through traditional media and online strategies to further the mission of KHS.

Team interaction: Actively supports staff and volunteers to advance KHS goals and mission. Successfully functions as part of the communications team, assisting co-workers in urgent duties that may be outside of the job requirements. Represents KHS in a professional and courteous manner at all times. Provides quality service to clients, volunteers, and staff, recognizing their individual contributions to the success of our organization.

QUALIFICATIONS

EDUCATION/CERTIFICATION: College student working towards a B.S. in Graphic Design, Photography, Marketing, College graduate with a B.S. in Graphic Design, Photography, Marketing, or equivalent experience in a related field.

EXPERIENCE REQUIRED: 1 - 3 years working with photography/graphic design with a good track record in managing projects and working with various team members to accomplish common objectives.

REQUIRED KNOWLEDGE: Must be proficient in Adobe Suite, Microsoft Office and have sound understanding of digital photography and editing software.

SKILLS/ABILITIES: Excellent photography and graphic design skills. Must be able to effectively communicate design ideas and strategies to co-workers and volunteers. Must demonstrate good time management, have strong organizational skills, and give strong attention to detail. Must have the ability to exercise good judgment and make independent decisions with limited supervision. A respect for the human/animal bond is a must.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

TALKING: Ability to speak effectively and communicate clearly.

AVERAGE HEARING: Able to hear average conversations.

REPETITIVE MOTION: The employee is regularly required to type, stand, sit, kneel, and squat.

FINGER DEXTERITY: The employee is regularly required to use hands to type and take pictures.

AVERAGE VISION: Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PHYSICAL STRENGTH:

- Sitting, standing, walking, kneeling on hands and knees, crouching
 - Must be able to use both hands for repetitive actions; firm grasp, fine manipulation and typing (8 hours daily)
 - Frequent verbal communication required
 - Pulled/jolted/jumped on by small and large animals 5lb to 100lb (on occasion)
 - Lifting, carrying, pushing, pulling of 5lb to 50lb (on occasion)
 - Stooping to pick up items
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WORKING CONDITIONS

Normal office environment, but must be comfortable handling dogs, cats, various small mammals, on occasion. Noise exposure varies, and often includes barking and other animal vocalizations. Animal waste contact, smells, and visual exposure are prevalent.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY:	Provide excellent internal and external customer service, flexibility, good conflict resolution skills, make decision independently. Ability to deal with a variety of variables under only limited standardization. .
MATHEMATICS ABILITY:	Ability to add, subtract, multiply and divide in all units of measure using whole numbers and common fractions.
LANGUAGE ABILITY:	Ability to read, analyze, and interpret documents. Ability to communicate clearly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.