

Job Description
Frontier Extension District
Communications/Media Office Professional

General Job Description:

The Frontier Extension District communications/media office professional reports to the district extension director and/or other extension agents in the Frontier Extension District.

The work is primarily sedentary and will be performed at a desk or in the office environment. The work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events. Some work may be required outside the normal 8:00 a.m. to 5:00 p.m. work hours, including some weekends.

Specific Responsibilities:

- Present a positive first impression of the Frontier Extension District and K-State Research and Extension while greeting the public and answering the phone.
- Respond to routine requests from the public and refer requests to the appropriate individuals.
- Maintain and regularly update the District's webpage.
- Assist in coordination and management of the District's marketing plan and social media presence on various platforms, including but not limited to Facebook, Instagram, Twitter, and YouTube.
- Assist in creating/editing print marketing materials such as fliers, brochures, and email marketing
- Assist with editing and design of electronic media and videos.
- Prepare regular and routine documents, logs, reports, and schedules.
- Carry out other related duties as assigned.

Required Knowledge, Abilities and Skills:

- Ability to represent the local office of K-State Research and Extension in a professional manner.
- Knowledge of the operation of office equipment and personal computer.
- Experience with graphics software, editing and photography.
- Knowledge of standard formats for letters, memos, and reports.
- Ability to keep sensitive information in a confidential manner.
- Ability to learn and apply rules, policies, and procedures.
- Ability to use word processing, spreadsheet and database applications.
- Ability to record, file and retrieve information.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.