

## POSITION ANNOUNCEMENT

### Alumni and Professional Practice Communications Coordinator Full-Time Non-Exempt

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for an Alumni and Professional Practice Communications Coordinator. KCAI offers an exceptional benefits vacation and holiday package for full-time staff including employer paid insurance and a 5% retirement match for eligible participants.

Our Mission: Preparing gifted students to transform the world creatively through art and design.

Our Vision: To be an innovative leader in art and design education.

#### NARRATIVE GENERAL DESCRIPTION

The Alumni and Professional Practice Communications Coordinator (Coordinator) will manage a variety of social media platforms and generate content for communication with the alumni, students, and faculty members. This person will also provide general administrative support to the Alumni and Professional Practice Center team, including their supervisor, the Alumni and Professional Practice Center Manager and the Senior Director of Corporate and Community Programs. They will work closely with the Marketing and Communications department.

#### ESSENTIAL FUNCTIONAL RESPONSIBILITIES

- Provide engaging content and strategy for communicating with KCAI students and alumni through social media and KCAI's online job portal system, (currently 12Twenty).
- Develop engaging digital stories including producing, editing and sharing content across platforms and to diverse audiences.
- Manage a calendar of consistent communications to alumni and students using social media, e-newsletters and the website.
- Create targeted communications and relevant content for alumni and students that provide updates on KCAI programs, initiatives, and happenings.
- Create and maintain private alumni social media groups through various social media channels (LinkedIn, Instagram and Facebook) to connect alumni to each other and share KCAI news.
- Field emails and updates from alumni and solicit content to develop alumni success stories for college publications and marketing materials, including print and digital platforms.
- Maintain content (text and images) on alumni website pages.
- Monitor alumni social media accounts for evolving stories or questionable content.
- Work closely with APPC Manager to monitor and track data including social media analytics, and prepare reports on growth and performance of each platform.
- Promote KCAI's Professional Practice Portal (currently 12Twenty platform) to students, faculty, alumni and KCAI's business partners.
- Support the department's Sponsored Studio program by creating communications materials as well as providing general administrative support as needed.
- Coordinate all Alumni and Professional Practice communication efforts with KCAI's marketing and communications department.
- Assist the department with administrative duties; perform other duties as assigned

#### REQUIRED/PREFERRED KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Strong working knowledge of social media platforms including LinkedIn, Facebook, and Instagram.
- Working knowledge of various software programs, including the Adobe Suite, Microsoft Word, Excel, PowerPoint, Raiser's Edge, and Jenzabar.
- Experience with CMS website programs is highly desirable. Familiarity with Wagtail software and the 12Twenty online platform is a plus.
- Excellent written and verbal communications skills and proven online engagement.
- Must have exceptional attention to detail, including strong organizational skills with an ability to prioritize and multitask.
- Have a keen knowledge of and appreciation for the visual arts, design, entrepreneurial studies, and liberal arts.
- Demonstrated experience in and a commitment to diversity, and the ability to establish and maintain effective working relationships with diverse communities, students, alumni, faculty, administrators and employers
- Ability to work with minimal supervision, to begin projects independently, and to follow through in bringing assignments

- and projects to successful conclusion.
- Ability to promote and maintain positive relations with our faculty, students, and alumni.
- Must be able to work within and contribute to a team oriented working environment. Must be a problem-solver, dependable, and reliable.
- Maintain appropriate confidentiality on all information in the Advancement department. Must maintain a professional appearance and demeanor.
- Occasional weekend and evening work required; must be able to lift up to 25 lbs.

#### REQUIRED/PREFERRED EXPERIENCE

- Minimum of two years of experience in communication/marketing or related work experience.
- Background in art, design or other creative fields is highly preferred.
- Excellent knowledge of digital and social media practices, tools, trends, and evaluation analytics. Demonstrated experience in and a commitment to diversity, and the ability to establish and maintain effective working relationships with diverse communities, students, alumni, faculty, administrators, and employers
- Have a keen knowledge of and appreciation for the visual arts, design, entrepreneurial studies, and liberal arts Ability for local travel and work some evenings and Saturdays, as needed, to effectively engage with students and community organizations.
- Experience with professional networking and career development.
- Effectively prioritize work and meet deadlines; organization is important to success. Strong communicator who can represent KCAI to off-campus community groups, businesses, agencies, and individuals, while also responding quickly and effectively to requests for information and assistance.
- Commitment to collaboration, teamwork, and inclusiveness

#### REQUIRED/PREFERRED EDUCATIONAL BACKGROUND

Bachelor's degree in communications, public relations or other related fields preferred

About KCAI: The Kansas City Art Institute is a private, independent, and accredited college of art and design founded in 1885 and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 700 undergraduate students regionally, nationally, and internationally. For more information, please visit [www.kcai.edu](http://www.kcai.edu).

Applications deadline and procedures:

These positions are considered “open” until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply to: [hr@kcai.edu](mailto:hr@kcai.edu)

Attach to the email in PDF format only:

Cover letter

Resume'

Hourly Rate Expectation

List of 3 professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute's Human Resource Administrator at [hr@kcai.edu](mailto:hr@kcai.edu) .

**EOE/AA: Minorities/Females/Disabled/Vets**