



Collaborative Project Coordinator

Classification:	<i>Full-Time, Exempt</i>
Department:	<i>The Journal</i>
Work Modality:	<i>In-person, Onsite</i>
Reports to:	<i>Executive Editor of The Journal</i>
Travel Requirement:	<i>Periodic travel may be required for training or business purposes.</i>

Job Purpose: The Kansas Leadership Center seeks a full-time Project Coordinator for its work managing the Wichita Journalism Collaborative. This position will organize and lead efforts to increase the quality of journalism and collaboration in Wichita's information ecosystem. Over the course of 18 months, the WJC partners will combine resources to explore issues and solutions connected to housing challenges in the greater Wichita area.

Who we are looking for: This opportunity is for a detail-oriented, self-starter who is passionate about collaborative work with an affinity for journalism. In addition to having great customer service, communication skills and project management experience, this individual should:

- Be confident in their abilities but always looking to learn more.
- Have a passion for creating healthier Kansas communities and/or a desire to embody the ideas taught by the Kansas Leadership Center
- Have a flexible and positive mindset, with the ability to change course and adapt to changing environments and work processes.

Job Responsibilities:

- Work closely with the Executive Editor of The Journal and the Journal Engagement Manager to develop the WJC into a fully functioning and sustainable initiative.
- Work with partners to track story pitches and ensure the necessary people and resources are available.
- Manage and produce digital content across the website, email, social media, and text platforms.
- Oversee workflows to encourage content distribution across the collaborative members' platforms.
- Schedule and manage meetings with collaborative partners.
- Provide logistical support for the events (virtual or in-person), working closely with community organizations.
- Manage the collaborative's current budget and financial reporting.
- Oversee logistics connected to the WJC intern experience in coordination with the engagement manager.
- Implement the fundraising strategy to secure financial support for WJC projects and initiatives.
- Attend regular cohort calls for the Solutions Journalism Network.
- Coordinate schedules for partnership with Center for Public Integrity.
- 5 hours a week will be devoted to related tasks for The Journal.
- Other duties as assigned.

Preferred Skills and Qualifications:

- A bachelor's degree preferred or equivalent in journalism, communications, project management or education preferred or equivalent years of related working experience in a related field.



- Experience with hybrid workplace systems and processes.
- Excellent interpersonal and communication skills sufficient to express ideas both orally and in writing, to a variety of constituencies.
- Demonstrated time management, facilitation, and organizational skills.
- Deadline-oriented with significant attention to detail and process.
- Demonstrated ability to meet target goals/outcomes and timelines.
- Ability to receive feedback and have a growth mindset.
- Ability to demonstrate a high degree of initiative and willingness to accept responsibility.
- Ability to work independently and with a team in a highly collaborative environment.
- Ability to manage multiple projects and tasks simultaneously.
- Highly proficient in Microsoft Office applications with experience with Microsoft SharePoint, Office 365, Dropbox, CRM, etc.
- Willingness to learn and adopt project management platforms such as Airtable.
- Demonstrated experience hosting virtual engagements via Zoom.
- Flexibility with work schedule.
- A professional and positive attitude.

Physical Requirements:

- Ability to focus for sustained periods.
- Ability to use computer and telephone.
- Ability to occasionally move objects up to 15 pounds.

Compensation and Benefits:

- Competitive salary and benefit package. Salary determined by candidate's level of experience.
- Insurance and benefits in addition to salary:
 - Retirement plan
 - Health, dental and vision insurance
 - Disability insurance
 - Life insurance
 - Flexible spending account
 - Paid time off

Application Process:

*Interested applicants should submit a cover letter, resume and at least two professional references to Wendy Pollman, HR Representative, at hr@kansasleadershipcenter.org. Applications will be reviewed immediately and considered on a rolling basis until the position is filled. Priority will be given to those who apply by **September 20, 2023**.*

The Kansas Leadership Center serves as the project manager for the Wichita Journalism Collaboration, a coalition of 11 media and community organizations working together to improve access to trustworthy news and information.

The Kansas Leadership Center is proud to be an equal opportunity employer.

Updated August 28, 2023