



## **Database and Communications Specialist**

The Kansas Organization of State Employees (KOSE) is a union for executive branch state employees, and the largest union of state employees in Kansas. KOSE's mission is to make real improvements on issues that matter to state employees, such as compensation, pay equity, healthcare and retirement security, workplace safety, career development, and having a voice on the job. KOSE's priorities are driven by the ideas and input of KOSE members

KOSE organizes for economic and social justice in the workplace and advocates for working families through political action and legislative advocacy. KOSE represents a diverse group of state workers including social workers, KDOT, administrative assistants, custodians and Corrections Officers.

### **Major responsibilities will include:**

#### Database Management:

- Ability to interpret and apply processes and procedures and serves as primary user for database activities
- Applies relevant database patches and upgrades to support database applications.
- Creates and modifies custom reports for users and modifies web-based queries to databases
- Configure, install, troubleshoot and resolve software issues for end users.
- Tunes databases for optimum performance, availability and data integrity
- Provides database security and authorization
- Works with system and network personnel to improve overall performance
- Develops and implements security plans and backup/recovery plans
- Performs user account management activities
- Assists with end-user training with oversight of trouble shooting data and application-oriented problems
- Install, configure and document standard client and server system.

#### Communications Management

- Develop, plan, and coordinate traditional and online communications strategies, timelines and tactics for organizing and political campaigns.
- Execute earned-media outreach, including, pitching and organizing events, drafting materials and preparing workers, leaders and allies as spokespersons
- Create effective organizing fliers and workplace literature
- Write news releases, leaflets, web site and e-advocacy content, fact sheets, op-eds, talking points, speeches, paid ads, and other materials for workers and the general public as directed and approved by the Executive Director

- Responsible for quarterly newsletters, bargaining updates, and website alerts for internal and external communications program of KOSE.
- Performs other appropriate duties as assigned.
- Reports to the Executive Director

**Qualifications for the position include:**

- A strong commitment to social and economic justice;
- BA and 3-6 years experience in organizing communications, public relations and media outreach, preferably in a union, community or non-profit environment.
- Excellent written and verbal communication skills, including the ability to effectively explain our goals and issues to specific audiences such as the public, workers, public officials, and reporters
- Ability to take initiative, to work with a team, and to handle multiple projects and tight deadlines.
- Strong professionalism and the ability to maintain good working relationships with staff and leaders of partner organizations
- Excellent computer literacy, and willingness to be trained in new programs, including understanding of HTML, Microsoft Access
- Strong experience with Microsoft Windows 2003 Server
- Willingness to work long, irregular hours, sometimes including weekends, early mornings and evenings.
- Ability to learn and communicate KOSE structure, policies, and procedures, programs and services.
- Ability to work well under considerable pressure, respond to emergencies, adapt to changes in priorities and solve routine office problems independently.
- Valid driver's license required.

**Salary and benefits:**

Range \$31,000 to \$38,000. We offer excellent benefits including health, dental, vision, and life insurance.

**Please send a cover letter and resume to:**

Jane Carter, [jcarter@afscme.org](mailto:jcarter@afscme.org)

FAX: 866.276.7234

**KOSE, AFT/AFSCME, AFL-CIO**

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