Communication and Marketing Coordinator

Washington, Kansas | Mission-driven, hands-on role

About KSDS Assistance Dogs

KSDS Assistance Dogs creates life-changing partnerships between people and highly trained assistance dogs. Rooted in compassion, trust, and community, KSDS helps individuals gain greater independence, confidence, and connection. Every partnership is built with care—and supported for life—because lasting impact happens one dog, one person, and one relationship at a time.

Joining KSDS means becoming part of a close-knit, mission-focused team that serves alongside recipients, puppy raisers, volunteers, donors, trainers, and community partners. Team members can see the direct impact of their work and help more people understand, support, and participate in the KSDS mission.

Position Overview

KSDS is seeking a creative, organized, and service-minded Communication and Marketing Coordinator to carry out day-to-day communications and marketing work. This hands-on role brings the KSDS mission to life through strong writing, thoughtful storytelling, digital content, community outreach, and event support.

The coordinator will work collaboratively across KSDS, listening for stories and helping staff, volunteers, recipients, puppy raisers, donors, and partners communicate with clarity and consistency. This is an opportunity for someone who enjoys working independently and being an active, dependable member of a team.

This is an on-site position based in Washington, Kansas, a welcoming rural community with an affordable cost of living and a strong sense of connection. Some regional and statewide travel is required for events, outreach, and story gathering.

Core Responsibilities

Storytelling and Content Creation

- Identify and capture meaningful stories involving recipients, puppy raisers, trainers, volunteers, donors, partners, and assistance dogs.
- Write and edit content for social media, email, newsletters, the website, print materials, fundraising communications, and media outreach.
- Take and organize effective photos and short-form videos; professional equipment is not required.

Marketing and Digital Execution

- Manage KSDS social media channels and maintain a consistent publishing schedule.
- Carry out approved marketing plans and campaigns in support of organizational priorities.
- Help maintain a clear, consistent, and welcoming KSDS brand voice across channels.
- Track basic results and use what is learned to improve future content and outreach.

Community, Donor, and Media Engagement

- Build trusted working relationships within KSDS and with schools, organizations, media, and community partners.
- Support donor communications and fundraising storytelling in collaboration with KSDS leadership and staff.
- Help expand awareness of KSDS, assistance dogs, puppy raising, volunteer service, and ways to support the mission.

Events and Team Support

- Help promote and support KSDS events, presentations, outreach activities, and community appearances.
- Collaborate across the organization, manage multiple priorities, and provide dependable follow-through.
- Contribute ideas, flexibility, and a service-oriented approach as needs and opportunities arise.

Qualifications

- A degree in communication, journalism, public relations, marketing, or a related field—or equivalent practical experience.
- Strong writing, editing, interviewing, and storytelling skills, with the ability to adapt content for different audiences and channels.
- Working knowledge of social media and basic photo and video creation.
- Strong organization, judgment, initiative, and attention to detail.
- A collaborative style and a genuine interest in serving others as part of a mission-driven team.

Compensation and Benefits

Salary range: Commensurate with qualifications, skills, and experience
Benefits: Full benefit package

How to Apply

Please submit to Duane Toews, CEO, at dtoews@ksds.org

- A résumé.
- A cover letter explaining your interest in KSDS and this role.
- Three relevant work samples demonstrating writing, social media, design, photography, video, or other applicable skills.

Professional references will be requested from finalists.
The position will remain open until an appropriate candidate has been hired
Learn more about KSDS Assistance Dogs at www.ksds.org.