



ORAL HEALTH KANSAS
ADVOCACY • PUBLIC AWARENESS • EDUCATION

Mission: To improve oral health in Kansas through advocacy, public awareness, and education

Vision: Kansas is a national leader in oral health education, prevention, and treatment

Position Description

Job Title: Community Engagement Specialist		Last Revision Date: October 2023
Reports to: Executive Director		
Basic Purpose: This is a half-time position dedicated to supporting Oral Health Kansas' efforts to engage community members and organizations. The position is responsible for designing and carrying out community engagement projects including the Lived Experience Advisory Group and Brush Book Bed project. The Community Engagement Specialist will assist with special projects and provide guidance to the organization on policy strategy.		
Job Requirements:		
Minimum education	<ul style="list-style-type: none">• Bachelor's degree required, along with demonstrated experience aligned with job requirements• Master's degree preferred	
Minimum Job Requirements	<ul style="list-style-type: none">• Must be 21 years of age• Potential travel to one to two national meetings per year• Travel to occasional in-state meetings• Participate in daily virtual staff meetings	
Job Responsibilities	<ul style="list-style-type: none">• Assist with researching and designing stakeholder engagement processes, including the Lived Experience Advisory Group and the Brush Book Bed project• Recruit and serve as a liaison to members of the Lived Experience Advisory Group• Design meeting agendas and facilitate team meetings• Recruit and support participating organizations for the Brush Book Bed project• Maintain relationships with stakeholders• Provide succinct written program reports to funders, Oral Health Kansas board, executive director, and stakeholders• Attend national meetings as required• Attend meetings and other events as a representative of Oral Health Kansas	

	<ul style="list-style-type: none">• Assist Oral Health Kansas with occasional special projects
Core Competencies	<ul style="list-style-type: none">• Strong analytic and communication skills, ability to write clearly and succinctly, develop effective messages for a variety of audiences, and make well-organized verbal presentations• Ability to manage multiple responsibilities simultaneously and prioritize competing demands in a fast-changing environment• Ability to seek and engage new partners while maintaining existing relationships• Commitment to producing consistently high quality, detailed work, even under deadline pressure• Excellent computer skills and social media proficiency• Flexibility and a demonstrated ability to build relationships with people• Experience with or dedicated interest in oral health and/or education• Previous experience managing and developing statewide initiatives preferred

To apply for this open position, please submit a resume and cover letter by Friday, November 3, 2023, to Oral Health Kansas at info@oralhealthkansas.org.