



Kansas Department of Insurance

Commissioner Vicki Schmidt

Announcement of Vacant Position Internal - External

Posting Date: November 3, 2025
Job Vacancy: Communications Director
Division: Administration
Job Opening ID: 218558
Compensation Rate: \$85,000 - \$95,000 (*Commensurate with Experience*)
Position Type: Unclassified, Regular, Full-Time, Exempt, Benefits Eligible
Closing Date: November 12, 2025
Contact Person: Julie McLaughlin – julie.mclaughlin@ks.gov or 785-291-3801

Job Summary

The Kansas Department of Insurance is seeking a dedicated individual to fill a Communications Director position. The primary focus of this position will be leading and developing the Department's strategic communication efforts with the public. The role will include proactively driving positive awareness regarding insurance and securities matters via news releases, media statements, media content on the Department's website, social media, publications and outreach events. As a member of the management team, this position helps support the overall mission of the Department and helps ensure the success of the team's initiatives. The ideal candidate for this position will be someone who has excellent communications skills, both written and verbal and the ability to meet deadlines while managing multiple projects.

Key Responsibilities

- In coordination with the Deputy Chief of Staff and Chief of Staff, draft press releases and other media announcements aimed at informing the public of Department news, alerts or announcements.
- Monitor all major Kansas news organizations and national media for relevant coverage of the Department and industry news.
- With guidance from the Deputy Chief of Staff and Chief of Staff, respond to requests from the media and schedule and prepare media appearances for the Commissioner and the Department.
- Collaborate with the Digital Communications Manager to oversee the development, design, updates and upkeep of the Department's website and to strategize, organize and implement all Department outreach events, including the SmartInvest KS investor education campaign, financial literacy grant programs, and any other educational initiatives.
- Conceptualize, create and produce internal and external communications for the Department. Coordinate with the Digital Communications Manager to develop and

- publish consumer guides, technical materials, presentations, social media posts, advertisements including digital, print, and radio.
- May include general supervisory responsibilities which will include but not be limited to, identifying work priorities and ensuring deadlines are met, review work assignments, conduct performance reviews, coordinate and approve leave time and review and approve bi-weekly timesheets.

The Team

You will be part of a collaborative, fun, hardworking team where protecting Kansas consumers is the primary goal. This driven and devoted team enjoys challenging themselves and their colleagues to produce the best work. Expect to collaborate and enhance your knowledge on a variety of subjects within the Department.

What We Have to Offer

The Kansas Department of Insurance has a comprehensive benefits package that includes:

- Personal and professional growth opportunities by offering career development programs to further career advancement
- Outstanding work-life balance
- No waiting period for health insurance coverage – eligible for insurance on day one
- Competitive Salary
- Paid holidays, vacation leave, sick leave, and parental leave
- Retention and Credential Bonus Opportunities
- KPERS Retirement plan and deferred compensation program
- Beautifully renovated office near Wanamaker Road with free parking and easy access to I-70

Qualifications

Required:

- At least 4 years of communications experience
- Track record of developing and executing strategic communications strategies
- Strong media relations and public relations experience
- Digital/social media proficiency
- Knowledge of principles and practices of governmental organization and administration

Preferred Qualifications:

- Graduation from an accredited four-year college or university with a BA/BS in journalism, communications, marketing, public administration, business management or related field(s)

Ideal Candidates Will Have:

- Experience with Adobe Creative Suite (Acrobat, InDesign, and Photoshop) and Microsoft PowerPoint
- Knowledge of Social Media Platforms and their operations
- Knowledge of journalistic principles and practices preferred
- Knowledge of English usage and of the requirements of press, radio and web publication required
- Knowledge of and experience with graphic design is preferred
- Ability to create clear, concise and accurate written communications
- Experience in crafting engaging and informative written communications involving technical or complex subject matter.

Additional Requirements

- As a condition of employment, candidates are subject to a pre-employment screening process to include name-based criminal history records check and reference/background check of past and present employers and a KBI background check.
- Verification of identity and employment eligibility to work in the U.S. is required by federal law. For a list of acceptable documents that establish these criteria, please refer to the federal Form I-9. Employment eligibility is verified through the E-Verify system.
- The Kansas Department of Insurance does not provide sponsorships for this position.
- Kansas Tax Clearance Certificate is required, please visit the Department of Revenue's website for more information:
<https://www.ksrevenue.org/taxclearance.html>.
- Veteran's Preference Eligible – Learn more about claiming Veteran's preference at:
<https://admin.ks.gov/offices/personnel-services/jobs/veterans-preference>

How To Apply:

Step 1: Create an Account at the State of Kansas Careers website at:
<https://admin.ks.gov/services/state-employment-center/sec-home>

Step 2: Once you have created an account, complete the online State of Kansas application form and upload the other required documents.

- Cover letter
- Resume
- Kansas Tax Clearance Certificate
- Veterans' Preference K.S.A. 73-201(c) Form and DD-214, if applicable

Recruiter Contact: Julie McLaughlin

Phone: 785-291-3801

Email: julie.mclaughlin@ks.gov

What to Expect Next:

Your application will be reviewed, and we will evaluate your qualifications based on the materials that you submit. Therefore, the materials that you submit must be complete and fully discuss how you meet the minimum, other, and preferred qualifications, if applicable. After your application is evaluated, you may be contacted for further information or to schedule an interview.

Kansas Tax Clearance Certificate: A valid Kansas Tax Clearance Certificate is a condition of employment for all employees of the State of Kansas. Applicants (including non-residents) who receive a formal job offer for a State job, are required to obtain a valid Tax Clearance within ten (10) days of the job offer. A Tax Clearance can be obtained through the Kansas Department of Revenue who reviews individual accounts for compliance with Kansas Tax Law.

If you have a missing tax return(s) or you owe taxes to the State of Kansas, please know that the Kansas Department of Revenue will work with you. The Kansas Department of Revenue can set you up on a payment plan to receive a Tax Clearance so you can get a job working for the State of Kansas. The Kansas Department of Revenue can be contacted at 785-296-3199. [Kansas Department of Revenue - Tax Clearance Frequently Asked Questions](#)

Individuals with disabilities are encouraged to contact the Recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Department of Insurance is an Equal Opportunity Employer