



2610 Claflin Road  
Manhattan, KS 66502  
785-532-3300  
kansasforests.org

## **Communications Apprenticeship**

*Kansas Forest Service / Kansas Forestry Association (KFA)*

The Kansas Forest Service is seeking a Communications Apprentice to support the Kansas Forestry Association (KFA) with various outreach and communication tasks. This part-time role involves working closely with KFA to help promote landowner engagement, forest management, and long-term forest stewardship. Key responsibilities include:

- Assisting with the creation and distribution of print and email newsletters
- Updating and maintaining the KFA website
- Managing and posting content on KFA's Facebook page
- Attending quarterly KFA meetings and the annual Field Day event
- Creating and updating outreach materials such as flyers and brochures
- Supporting outreach events and assisting with event kits
- Supporting statewide forestry outreach campaigns

**Wage:** \$13 per hour

**Hours:** Flexible, estimated between 5-20 hours per week. This is a year-round, ongoing position.

This is an excellent opportunity for individuals interested in communications, natural resources conservation, and nonprofit work. Ideal candidates will be proactive, organized, and passionate about supporting forest conservation efforts in Kansas. This position has a flexible work location with some on-site meetings and work at the Kansas Forest Service State Office in Manhattan, KS.



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## Kansas Forest Service / Kansas Forestry Association Communications Apprenticeship Application

### Applicant Information

*Please type or print clearly.*

**Full Name:** \_\_\_\_\_

**Preferred Name (if different):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Current Address:**

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### Education

*Please list your current or most recent school, major (if applicable), and graduation or expected graduation date.*

**School:** \_\_\_\_\_

**Major/Program:** \_\_\_\_\_

**Graduation Date:** \_\_\_\_\_

### Availability

This position requires 5–20 flexible hours per week.

When are you available to start? \_\_\_\_\_

What is your general weekly availability (days/times)?

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### Skills & Experience

Please briefly describe any experience you have with the following (attach a resume for more detail):

1. Writing or designing newsletters:

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2. Website updates or management:

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3. Social media content creation (especially Facebook):

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4. Event planning or participation:

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5. Communications or conservation-related work:

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**Why are you interested in this position?**

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### References

Please list one or two references (professional or academic preferred):

1. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

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### Submission Instructions

Please submit this completed application along with your resume to:

**Ariel Whitely-Noll**

**Email:** [arielw@ksu.edu](mailto:arielw@ksu.edu)

**Title:** Communications Coordinator, Kansas Forest Service