



Development Department Administrative Assistant

Shelter KC is hiring a Development Department Administrative Assistant. Shelter KC is a Christ-centered community serving among the poor and homeless of Kansas City. We offer hope and the opportunity for reconciliation and transformation through programs of relief, recovery, and reentry, empowering those we serve to reach their full potential.

Primary Job Responsibilities include but are not limited to:

- Assist with data entry in donor software
- Assist with the opening of mail and pre-processing of donations
- Print, fold, stuff, and post thank you letters and other mailings
- Work as backup for primary donor data entry and donation processing team members
- Assist front lobby personnel in providing phone training and support
- Assist the development department with other projects, as assigned

Required Qualifications:

- Minimum 1 year of relevant/similar work experience in related field
- Professing Christian who is active in their local church
- Have a heart and passion for the homeless community
- Detail oriented
- Tech savvy
- Excellent communication skills
- Team player

Preferred Qualifications:

- Experience working with homelessness, addictions, trauma, mental illness, and/or other challenges is a plus

This is a part-time, non-exempt position of 20 hours per week; more hours may be available during peak donation times or for duties supporting special development department functions. The schedule will generally be during the hours of 9am-5pm Monday-Friday. This position offers Paid Time Off and a 403(b)-retirement plan.

All staff are required to adhere to and fully support Shelter KC's Mission Statement, Core Values, and Statement of Belief which are can be found here:

<https://www.shelterkc.org/about/employment/>

To apply, please visit <https://www.shelterkc.org/about/employment/>