



## General Event Support

Shelter KC is hiring a General Event Support member to serve on the Development Team. This is a clerical and public-engaging position, temporary from November 1 through December 31.

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:

- Provide phone and in-person support for event volunteers
- Provide pre-event preparation support
- Provide phone support as needed
- Manage event volunteer check-ins

This is a temporary position to run from November 1 through December 31, paying \$15 per hour. Will be assigned work mainly during the hours of 9am-5pm, Monday through Friday, but some evening or weekend work may be required at special events. Will be scheduled 20 hours per week. This position is not benefits eligible.

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/>**