



Production & Event Support

Shelter KC is hiring a Production & Event Support member to serve on the Development Team. This is a clerical and public-engaging position, temporary to end in mid-January.

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:

- Producing and processing donor and volunteer communications
- Provide phone support as needed
- Produce and organize holiday event/volunteer materials
- Manage event volunteer check-ins

This is a temporary position to run through mid-January, paying \$15 per hour. Will be assigned work mainly during the hours of 9am-5pm, Monday through Friday, but some weekend and evening work may be required at special events. Will be scheduled 30-40 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/>