



Business Services Assistant

Shelter KC is hiring a Business Services 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:

- Pick up and process all incoming mail
- Prepare, process, and deposit all monetary donations electronically and with bank drops
- Submit deposit reports with donation slips to the development department
- Print and post donations receipts/thank you letters
- Monitor and train staff on the gift-in-kind process
- Assist with various human resources duties
- Process purchasing requests
- Complete all other projects as assigned in support of the business services department

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 full-time, non-exempt position of 40 hours per week and pays \$15 per hour. The schedule will generally be during the hours of 8am-5pm Monday-Friday. This position offers Life/AD&D/LTD Insurance, Health Insurance & HRA, Dental Insurance, 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 can be found here:

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

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