



## Administrative Coordinator

Shelter KC is hiring an Administrative Coordinator in the Development Department. 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:

- Provides administrative support, project coordination, and communication support to the development department through a variety of functions:
  - Maintains the department project and event calendar
  - Appeals, stewardship materials, and other donor communications
  - Manages all social media accounts
  - Assists with research and reporting
  - Supports all aspects of volunteer and donor event management
  - Reception-related duties in-person, phone, email, and social media
  - General office support duties
- Complete all other projects as assigned in support of the development 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 \$17 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/>