



Administrative Assistant

Shelter KC is hiring a part-time 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:

- Must be able to demonstrate the knowledge and skills necessary to properly receive and refer callers and visitors to the appropriate personnel.
- Schedule appointments and maintain calendars.
- Prepare and send out thank you letters to donors.
- Manage administrative tasks, scheduling, and coordination of staff meetings, trainings or other events.
- Prepare communications such as emails, invoices, reports and other correspondence.
- Must present themselves in a professional manner both verbally and physically.
- Must be capable of multi-tasking in demanding and often stressful situations while maintaining a Christ-like attitude.
- Must possess basic computer skills and be able to input data into Excel, Word and other software as needed.
- Must be able to sit or stand for long periods of time and lift items up to 30 lbs.

Required Qualifications:

- Professing Christian who is active in their local church
- Minimum 1 year of relevant/similar work experience in related field
- 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 position. The preferred schedule will be 9am-3pm Monday through Friday, or approximately 30 hours weekly.

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/>