

## **Job Description: Administrative Specialist**

**Hillside Christian Church / HOPE.wrx**

900 NE Vivion Rd. KCMO 64118

**Position Title:** Administrative Specialist

**Reports To:** Rev. Andy Beck (Hillside Church) and Marilyn Smith, Executive Director (HOPE.wrx)

**Position Type:** Part-time, 20 hours/week (10 hours for the church, 10 hours for HOPE.wrx)

**Compensation:** \$25/hr

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### **Position Summary**

*The Administrative Specialist will serve in a shared role, providing administrative support for both Hillside Christian Church and HOPE.wrx, (a nonprofit food pantry and community support organization). This position will ensure ongoing support, effective communication, and organizational efficiency for both entities.*

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## **Key Responsibilities**

### **Hillside Christian Church (10 hours/week)**

#### **Facility Scheduling and Coordination:**

- Manage the scheduling of high demand church spaces for internal and external group use.
- Maintain an increasingly active calendar of building usage
- Communicate building use policies and expectations to external users

#### **Digital Communication:**

- Update and maintain the church's website and social media pages.
- Create and distribute weekly worship bulletins, weekly email updates, monthly print & online newsletters, and other periodic publications.

#### **Administrative Support:**

- Collaborate with church staff and leadership to gather and organize content for communication.
  - Provide support for church events, meetings, and special projects.
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### **HOPE.wrx (10 hours/week)**

#### **Organizational Reports and Inventory Management:**

- Prepare and complete required reports for the food pantry and related programs.
- Place and track orders for pantry supplies and the Family Food Bags program.

**Volunteer and Vendor Coordination:**

- Work with volunteers, vendors, and school resource specialists to ensure the smooth operation of programs.
- Develop and maintain positive relationships with all stakeholders.

**Digital Communication:**

- Maintain and update the HOPE.wrx website and social media platforms.

**Donor Development:**

- Assist in developing and maintaining a donor base, including outreach and recognition.

**On-Site Support:**

- Provide periodic on-site support at the pantry, helping with operations and engaging with clients and volunteers.

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## Qualifications

**Education/Experience:**

- High school diploma or equivalent required; college or admin experience preferred.
- Experience working in nonprofit, church, or community service settings is a plus.

**Technical Skills:**

- Proficiency with standard business skills (email, phone, copier, etc.), and Microsoft Office Suite, basic “plug & play” website management tools (ex. Weebly, Wix etc), and social media platforms (Facebook, Instagram, YouTube)
- Basic understanding of donor databases and reporting software is a plus. Hillside and HOPE.wrx will provide training on all database and reporting software platforms.

**Organizational Skills:**

- Strong attention to detail and ability to manage multiple projects and deadlines.

**Communication Skills:**

- Excellent written and verbal communication skills; ability to work with diverse groups, including volunteers, staff, and community members.

**Flexibility:**

- Comfortable working in a shared role, prioritizing responsibilities, and adapting to the needs of both organizations.

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## Work Environment

- Office setting, split between church and HOPE.wrx offices, both in the same facility.

- Periodic remote possibilities, and occasional on-site responsibilities at the food pantry.
  - Flexible hours as needed for events or deadlines, with a standard schedule of 20 hours/week.
  - Computer, office space, desk phone & other office supplies provided.
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### **Application Process**

Interested candidates should submit a resume, cover letter, and references to Rev. Andy Beck, [andy@hillsidecc.com](mailto:andy@hillsidecc.com). Applications will be reviewed on a rolling basis until the position is filled.