

## **Primary Goals and Needs:**

Office Support Volunteer

## **Job Description:**

The Historic Kansas City Foundation is seeking an office volunteer to assist the Executive Director and staff with tasks related to membership development and administrative support.

Founded in 1974, Historic Kansas City is the only area nonprofit dedicated to the preservation of greater Kansas City's heritage, neighborhoods and historic built environment. The role of the office volunteer will be to assist staff with administrative tasks in order to streamline member communications.

## **Volunteer Commitment & Hours:**

Length of volunteer role: July 2014 to September 2014

Hours: 6 to 8 hours per week

## **Qualifications:**

- Understanding of the mission and direction of the organization
- Strong communication and writing skills
- Proficient with Excel and Word, with the ability to learn ACT!,

## **Responsibilities:**

- *General office support:* Answer phones, check office voicemail, respond as appropriate to email inquiries, distribute mail
- *Membership support:* Process incoming new and renewal memberships, including member tracking and records management; assist with quarterly member renewal mailings; Thank You notes
- *Event support:* Maintain attendee lists for Heritage Hikes, Urban Explorers, Walking Tours and other events as necessary

**Please submit resume with summary of relevant experience to Amanda Crawley at [acrawley@historickansascity.org](mailto:acrawley@historickansascity.org).**

**Deadline for Submissions:** July 16, 2014