

Position Title: Part-Time Office Support Assistant

Organization: The SPARK Flossie Pack Center for Lifelong Learning, (SPARK <Senior Peers Actively Renewing Knowledge>) is a non-profit corporation affiliated with the University of Missouri-Kansas City. SPARK has offered lifelong learning courses and activities to active retiree members over 55 in the Kansas City area for over 25 years. We currently have over 200 members.

Job Description: The Office Support Assistant position includes assisting with day-to-day management of the SPARK office. The Office Support Assistant works with the SPARK Board of Directors, members, and volunteers, including the instructors, to carry out the SPARK program. This work is done under the supervision of the SPARK president and Office Coordinator and requires a wide range of administrative, technical, and clerical skills.

The Office Support Assistant:

1. Serves as a representative of SPARK during office hours to maintain an orderly and welcoming atmosphere for members, instructors, visitors and others contacting the SPARK office.
2. Provides customer service to SPARK members and others in-person, on the phone and through email.
3. Assists others in maintaining records, provision of parking tags and processing of enrollments.
4. Assists in making refreshments before and after classes available.
5. Supports SPARK class instructors with audio-visual needs and by copying instructor handouts.
6. Attends meetings and events as assigned.
7. Assists with administrative assistant functions for the Board of Directors and Committee Chairs as required to support the mission of the organization.
8. Performs other duties as assigned.

Part time (approximately 700 - 800 hours per year)

Hourly wage \$13/hour on a contract basis (1099)

Hours: This is a part-time position with variable hours ranging from 14 to 20 hours/week.

- During class quarters, 4 times a year for 4-6-week periods, the hours are Monday – Thursday: 4 days per week - 9:AM – 3:30 pm (6 hours)
- Between quarters, the hours will vary depending upon the need to assist with the processing of class registrations and communications with instructors.

Minimum Requirements:

High school diploma or an equivalent and 2 or more years of responsible administrative experience. Customer service experience a must. Some college is preferred.

Personal Characteristics:

SPARK Office Assistant

We are seeking a staff member who enjoys interacting with older active and energetic adults and strives to make them feel welcomed and valued members of our organization while accomplishing basic clerical duties.

The ideal candidate will have the following knowledge and skills:

1. Strong customer service skills
2. Ability to communicate effectively and ability problem solve.
3. Desire to work a flexible schedule
4. Organizational skills and a strong attention to detail.
5. Knowledge/proficiency with Microsoft Office products, including Word, Excel and Outlook.
6. Knowledge/proficiency with Zoom Meetings.
7. General administrative support skills such as copying, filing, returning calls, and shipping/mailings

Contact Information

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