

Shrine Bowl of Kansas Inc.

9080 Parkhill Street
Lenexa, Kansas 66215
(913) 602-8656

Position: Event & Office Assistant

Job Overview

The Shrine Bowl of Kansas Inc. is seeking to fill a part-time position within our organization. Primary responsibilities will be data entry and office support. Additional duties may include social media management, graphic design and event organization. Hours are flexible, with work being done between the hours of 8 a.m. – 5 p.m., Monday – Friday. Pay commensurate with experience. Applicants must be available to travel to our game site in Dodge City, Kansas, leaving on June 1st, 2019 and returning June 9th, 2019.

Responsibilities and Duties

Assist Office Manager with day-to-day duties pertaining to the execution of the 2019 Kansas Shrine Bowl. This includes the input and organization of participation information, processing advertising orders and preparing equipment, merchandise and event items. Position may require communicating with constituents and participants. Experience with multiple social media platforms and graphic design is a plus.

- Ability to be flexible and adapt to changing responsibilities
- Attention to detail is a must

Qualifications

- High School Diploma or equivalent, some post-secondary education preferred
- Previous work in an office setting is a plus
- Must possess basic knowledge of Microsoft Office products, including Word, Excel, etc.
- Graphic design and social media experience preferred
- Should be outgoing and enjoy working as a team
- Must be able to lift 50 pounds, some physical labor involved.

For more information or questions contact Jana Becker at the Shrine Bowl of Kansas Inc. secretary@kansasshrinebowl.com or call (913) 602-4359.

The Kansas Shrine Bowl is an all-star high school senior, East vs. West, football game put on each year in Kansas, by the Kansas Shrine. It is a 501(c) 3 non-profit charity that produces annual events and related activities, with net proceeds benefiting Shriners Hospitals for Children. The Kansas Shrine Bowl has sent over \$2M to Shriners Hospitals for Children since its inception in 1973.

The Kansas Shrine Bowl also includes the Kansas Masonic All-State Marching band camp, held annually at each host site. The week also includes the Kansas Shrine Bowl Cheer Camp, which culminates with performances at each game. Other bowl weekend activities include, the Kansas Shrine Bowl Appreciation Banquet, the state's largest Shrine Parade, Shriners Hospitals for Children Free Screening Clinic, Strong Legs Run 5k, 1 Mile Walk for Love, Junior All-Star Challenge, High School Football Combine/Clinic and 4-Man Golf Scramble.