



www.thehubargentine.org  
3730 Metropolitan Ave, Kansas City, KS 66106

## OPERATIONS DIRECTOR

### ORGANIZATION DESCRIPTION

The Hub Argentine connects people to individual gifts, neighbors, faith and culture, vital resources for health and wholeness, stories, and joy through programming and relationships that affirm the dignity and worth of our neighbors. Our vision is for the Argentine neighborhood to be a diverse and welcoming community, celebrating the God-given gifts of every person where health, wholeness, and joy thrive.

### JOB OVERVIEW

This full-time position provides administrative and programmatic support for The Hub Argentine and the best candidates will work with the team to support the following programs and administrative roles. Learn more about our work at [www.thehubargentine.org](http://www.thehubargentine.org).

### Expectations of Staff Team Members:

- All team members at The Hub Argentine must possess the qualities and commitments to the following values:
  - Mission Ownership: Demonstrates understanding and full support of the mission, vision, values, and beliefs of The Hub. Can teach those values to others.
  - Interpersonal Skills: Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Committed to collaborating and working together as a staff team.
- Ability and desire to work independently without supervision.
- Satisfactory completion of a background check and Safe Gatherings Training (cost covered by The Hub).
- Comfortable communicating in a multilingual environment.
- Fluent in Spanish writing and speaking strongly preferred.

### Position-Specific Skills & Responsibilities:

#### Administrative:

- Administration Oversight: Provides oversight for projects and events such as making room reservations, overseeing set up, invitations, and taking of minutes.
- Communications: Ensure all our internal and external communications are accurate and up to date and make changes to the website, internal and external calendars, communications within the building and with community partners. Manages social media, newsletters, and communications about Hub Events and Programs.
- Building: Coordinate building repair and maintenance (including meeting with contractors and vendors on site). Oversees all scheduling and building usage agreements with neighbors and community partners.
- Finance: Support the oversight of the budgets and expenses, including purchasing, expense reimbursements, check writing, contractual arrangements and bill management. Receive and document physical and financial donations.



www.thehubargentine.org  
3730 Metropolitan Ave, Kansas City, KS 66106

- General administrative support, and other duties as assigned to include answering the phone and receiving visitors.

Program:

- *Community Organizing*: Assists with our community organizing initiative to connect neighbors.
- *Relationship Building*: Builds relationships with neighbors and makes connections between people through one-on-one meetings, groups, and events.
- *Leadership*: Provides leadership to 2 of the following programs–Neighbors of Argentine, Adventure Academy, Community Garden, and Shower Program.

Technical skills that are preferred:

- Knowledge of working with Google Drive, Mailchimp, Canva, Zoom, and Squarespace.
- Existing knowledge and experience of Asset-Based Community Development.
- Facilitating and teaching skills for adults and youth.
- Knowledge of Wyandotte County and community organizing nonprofits in the state.
- Able to lift 20 pounds and stand for long periods of time.

The Hub Argentine is based in Kansas City, KS. This position must be available in person 4 days a week. Candidates with lived experience in historically marginalized communities and who are fluent in English & Spanish are especially encouraged to apply.

### Statement of Equal Opportunity

The Hub is committed to equal opportunity and nondiscrimination in all employment, programs and services, and does not discriminate on the basis of race/ethnicity, color, religion, sex, marital status, national origin, ancestry, age, sexual orientation, disability or veteran status.

### Compensation

Reports to: The Hub Director  
Directly Supervises: None  
Status: Full-time  
FLSA: Non-Exempt  
Salary Range: \$45,000-\$50,000, plus \$6000 insurance stipend  
\*Other benefits include PTO policy, continuing education, and flexibility in schedule.

### To Apply

Applicants should send the following items to Carter Ellis no later than May 15, 2024 at [carter@thehubargentine.org](mailto:carter@thehubargentine.org).

- Cover Letter explaining why you would be a good fit for this job and which area(s) of The Hub's work you feel most connected to.
- Resume
- 3 professional references
- Optional: writing samples, video of you giving a presentation or speaking