



## Administrative Specialist

Topeka, KS

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KHRC is looking for an administrative specialist who will assist the Community Solutions Division. Key duties include:

- Process monthly program payments and track expenditures.
- Create and update grant agreements and track revisions.
- Work with program staff to submit timely draws in federal systems.
- Prepare and develop spreadsheets and reports.
- Develop and maintain standardize applications and program forms.
- Assist in the maintenance of the supply inventory, fleet and equipment tracking, mileage logs, etc.
- Respond to general housing related and KHRC program related inquiries
- Assist with general program outreach, including contractor outreach and procurement.
- Assist program staff with specific policies and procedures and document updates.
- Provide back-up for other positions.
- Other duties as may be assigned.

### Knowledge, Skills and Experience

High School Diploma or GED and two years of experience in clerical support. A combination of education and experience may be accepted as determined relevant by KHRC.

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### What We Offer

Paid Time Off  
Discretionary Day  
Paid Holidays  
Paid Maternity/ Paternity Leave  
Medical, Dental, and Vision Insurance  
Retirement Plan  
Tuition Assistance  
Paid Covered Parking

Resumes will be accepted through Friday, August 9, 2024.

## Kansas Housing Resources Corporation

*We help Kansans access the safe, affordable housing they need and the dignity they deserve.*

*KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its service, programs and activities.*

TO APPLY, SEND COVER LETTER AND RESUME TO:

### Deanna Johnson

Director of Human Resources  
611 S Kansas Avenue, Suite  
300 Topeka, KS 66603

PHONE:  
785-217-2009

WEBSITE:  
[kshousingcorp.org](http://kshousingcorp.org)

EMAIL:  
[hr@kshousingcorp.org](mailto:hr@kshousingcorp.org)

**Starting pay for this position is  
\$21.00/hour.**