

Concord Quarterly Meeting of the Religious Society of Friends

Position Description and Compensation

Concord Quarter Coordinator 2021

Position Summary:

The Coordinator for Concord Quarterly Meeting (CQM) shall provide organizational and administrative support to the members of Concord Quarter while facilitating cross Meeting communications and activities.

The work of the Coordinator can be summed up as follows:

- To facilitate spiritual and social opportunities for members of Monthly Meetings to come together in mutual support and community-building.
- To foster relationships between and among Monthly Meetings and the Quarterly Meeting to address issues of common concern
- To provide support to the Youth and First Day School committees which create youth programming for Monthly Meetings and to initiate such programs at the Quarterly Meeting.

Key Responsibilities:

1. Serves as the point of first contact for the Quarter and as a resource for Monthly Meetings.
2. Arranges, communicates and oversees video conferencing for the Quarter, its programs and committee meetings, as needed or requested, via Zoom.
3. Helps to coordinate the preparation for and attends Quarterly Meeting sessions, and Concord Quarter Planning Committee meetings, including drafting agendas and distributing communications before and after meetings. Serves as recording secretary for the Planning Committee.
4. Supports the committees and working groups of the Quarter including the Working Group on Aging Concerns, the Delaware Valley Friends School/Concord Quarter Care Committee, the CQ Youth Program group, and Nominating Committee, with coordination and acting as recording secretary.
5. Maintains a contact database and listserv for key Quarter contacts that includes members and attenders of Monthly Meetings with similar duties or interests.
6. Maintains a listing of publicity contacts for community events.
7. Posts information on website and social media sites in collaboration with web contractor/volunteer
8. Assists in producing a Quarterly Newsletter or eNewsletter that includes information on upcoming Quarterly Meeting and Monthly Meeting events, as needed.
9. Develops and maintains an email relationship with key communications contacts from each Meeting, that includes sending out Quarterly Meeting and Monthly Meeting announcements on a monthly basis.
10. Maintains a relationship with the PYM records keeper to gather information for and get information from the PYM membership database.
11. Connects the Quarter with local Quaker resources such as PYM and Pendle Hill
12. Visits the Monthly Meetings of the Concord Quarter on a regular basis.
13. Works with the Coordinator and Youth Coordinator of Western Quarter on a variety of joint programs.
14. Helps members develop and implement programs and collaborations as need arises and when directed by Planning Committee.
15. Participates as a Quarterly Meeting representative at PYM Annual Sessions and Continuing Sessions.
16. Other duties as assigned by the Clerk or the Planning Committee

Qualifications:

The position offers opportunities for professional and spiritual growth working in an environment of strong Quaker values and a caring community. The ideal candidate will bring the following skills and attributes and/or the ability and willingness to be trained to the position:

- ◆ Active member or attender of the Religious Society of Friends
- ◆ Understands and embodies the best attributes of servant-leadership
- ◆ Strong organizational skills
- ◆ Ability to work quickly and cooperatively under pressure, and to manage multiple projects
- ◆ High level of self-motivation
- ◆ Willingness to voice an opinion amongst Quaker peers
- ◆ Energetic outlook and commitment to support Quaker projects
- ◆ Ability to focus and follow through on project commitments
- ◆ Skilled in the use of Microsoft Word and Excel to generate flyers and lists
- ◆ Basic computer based graphic skills to create flyers
- ◆ Ability to post to, update and maintain Quarter's Facebook page; familiarity with social media
- ◆ Excellent verbal, written, and interpersonal communication skills, including attention to detail
- ◆ Willingness to travel within the Quarterly Meeting region
- ◆ Willing to work some weeknights and weekends
- ◆ Valid state driver's license, able to obtain State Child Abuse History Clearances and pass FBI and Pennsylvania State Police criminal background checks

Accountability:

This position reports to the Planning Committee of Concord Quarter.

Annual Review:

An Annual Review will be conducted by the Personnel Committee of CQM with input from other key stakeholders.

Compensation and Initial Evaluation:

The position will be for 14 to 20 hours per week with a starting rate of \$21.00 per hour payable during the initial evaluation period of the first 120 days of employment. After this period, if the members of the Planning Committee conclude that the employee is a good fit for the Quarter, employment would continue at a rate increase to \$23.00 per hour. At that time the benefit of 10 days of paid all-purpose leave would be available to be used by the employee during the next 12 months. At the end of the initial 12-month period of employment, an evaluation of the employee's job performance and compatibility will take place to determine if employment will continue for the next year.

The Quarter will pay the employer-required Social Security and Medicare taxes and Worker's compensation, and withdraw the necessary Federal and State taxes each pay period using a payroll service. The Quarter will pay a flat fee of \$70.00 every two weeks to cover transportation costs incurred by the Coordinator for work purposes. Other out-of-pockets expenses incurred by the Coordinator such as postage, costs related to Quarter-sponsored events and printing of the newsletter will be reimbursed by the Quarter.

Hiring will be carried out by a hiring sub-committee composed of members of the Planning Committee of the Quarterly Meeting. All inquiries and communications should use this email address:

concordqmsearch@gmail.com