

Western Quarter, Religious Society of Friends (Quakers)

Western Quarter, a community of 11 Monthly Meetings in southern Chester County and northern Delaware, seeks a part-time **Coordinator**. The **Western Quarter Coordinator** is responsible for managing the work and activities of the Quarter.

Responsibilities include:

- Develop and support programs and activities that bring Friends together and strengthen our individual Monthly Meetings, including youth activities.
- Ensure well-organized and relevant Quarterly Meetings, providing support to individual host Meetings as needed.
- Develop and/or coordinate opportunities for our youth to meet together and build community both within our Quarter and the larger Yearly Meeting. This includes youth programs during Quarterly Meetings.
- Facilitate and manage volunteer involvement in youth activities including implementation and oversight of all child safety policies and procedures.
- Publicize the activities of our Monthly Meetings as they seek to engage Friends from other Meetings and the larger community.
- Produce and manage all Quarter communications including, but not necessarily limited to, electronic communication, web-site, FB, and printed newsletters.
- Work collaboratively with the Clerk, Treasurer and Recording Clerk to ensure the business of the Quarter is handled efficiently and effectively.
- Work in partnership with the Bookkeeper and Treasurer to effectively manage Quarter finances.
- Provide administrative support to the Support Committee and its various committees.
- Manage the office (located at Kennett Friends Meetinghouse in Kennett Square), ensuring records of all Quarter activities are maintained and archived as appropriate.

The optimal candidate will have proven skills and abilities relevant to the tasks above and have a working knowledge of the Religious Society of Friends (Quakers). Experience in managing databases and internet-based communication strategies is essential; experience in Constant Contact preferred. Knowledge of budgeting and financial reporting highly desired. Must possess a valid driver's license and pass a criminal background check. Must be available evening and weekends for occasional meetings/events.

Applicant need not be a member of the Society but should be in alignment with the principles and values of the Society.

Salary commensurate with experience. Please submit a resume and cover letter outlining skills and experiences prior to September 15, 2014 to clerk@westernquarterquakers.org. *No phone calls please.*