

Part-time Coordinator, Kennett Monthly Meeting of the Religious Society of Friends (Quakers)

Job Summary:

The Coordinator's primary responsibilities include communications and coordination for the meeting. In conjunction with KMM committee clerks, and the meeting at large, perform overall communications within KMM, and maintain social media responsibilities.

Availability to attend Sunday morning Meetings for Worship, including monthly Meeting for Business, events and committee meetings as needed, with some flexibility for evenings and weekends required. Position to begin as soon as possible. A job share and training period is expected during the transition and onboarding period.

Work hours are expected to average 8-10 hours per week. The hourly rate for this position is **\$30/hr.**

To apply, please email your resume to - samanthampark@gmail.com

Key Responsibilities & Duties:

- Coordinating, creating, and disseminating on a timely basis, communications and publications of KMM, including: creation and design of monthly newsletter, website content, social media, signup lists, and email news and announcements.
- Serve as primary liaison and provider of outreach to other Friends Meetings including: Quarterly Meeting, Yearly Meeting, and Friends General Conference (FGC) as well as the Kennett Area Community organizations, and Interfaith organizations.
- Assisting with maintenance of KMM membership directory, contact information, and general file sharing and management.
- Supporting meeting event logistics, announcements, fundraising, meetinghouse usage, and related efforts.

Desired Qualities:

- Energetic, eager, spiritual, and welcoming personality, willing to follow instructions, offer suggestions and excited about building relationships and organizations.
- Effective and demonstrated written and verbal communication skills
- Attention to detail and ability to maintain accurate records and files
- Self-motivated and able to work independently and as part of a team
- Ability to think creatively, problem solve, and troubleshoot for solutions
- Ability to manage multiple projects simultaneously

- Comfortable with and supportive of [Quaker values](#).
- Experience working in a Quaker-based setting is a plus but not required.
- Commitment to anti-racism, social justice, peace initiatives, and the Kennett area community.

Requirements:

- Able to be physically present at the meetinghouse regularly on Sundays between 9:30 AM and 12 PM.
- Technical and creative aptitude for newsletter creation and design, web publishing, website maintenance, contact lists, news and alert email dissemination, and operation of social media platforms.
- Available to communicate with meeting members, attenders, visitors, and new attendees throughout the week based on parties' availability, and attend monthly committee meetings, as needed.
- Attendance at the Monthly Meeting for Business is required (typically the second Sunday, 9:30 am).
- Excellent skills in interpersonal relations, engagement, oral and written communications, and participation on social media platforms.
- Strong time-management skills, including prioritizing and completing multiple tasks.
- Own and be able to operate proficiently on an updated, secure, and reliable personal computer, smartphone, and printer/copier/scanner, with broadband internet access, and willingness to use for this position. Includes proficiency in composing and typing long and short documents, newsletters, emails, and social media posts, proficiency in using Microsoft Office Suite, Google Suite/Workplace, Zoom, signup list and invitation software, mass email software, and similar organizational and functionality software.
- Reliable transportation to meetinghouse, events, and other required activities.
- Must be able to pass both criminal and child abuse background checks. Reimbursement for obtaining clearances is provided by KMM.

Preferred Experience (desired but not required)

- Familiarity with Quaker values, process, and practice
- Background in writing, editing, and/or communications and coordination roles
- Experience with and enthusiasm for social media communication
- WordPress website experience a plus

About Us:

Kennett Monthly Meeting (KMM), a spiritual community located in the heart of Kennett Square, Pennsylvania, has a rich history dating back to its establishment in 1710. Our current meetinghouse, built in 1956, is a sanctuary for silent worship and reflection. We are a part of the Philadelphia Yearly Meeting, a vibrant Quaker community in the region.

[Kennett Monthly Meeting](#) is a 501(c)(3) nonprofit, member of the Society of Friends, affiliated with [Friends General Conference \(FGC\)](#) through the [Philadelphia Yearly Meeting \(PYM\)](#).

Kennett Friends Meeting provides equal employment opportunities to employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.