



Philadelphia Yearly Meeting *of the Religious Society of Friends*

Job Description **Executive Assistant to General Secretary** **Philadelphia Yearly Meeting**

Position Summary: Supports the General Secretary in contributing to the vitality and effectiveness of Philadelphia Yearly Meeting; provides organizational and administrative support for the General Secretary; assumes responsibility for matters delegated by the General Secretary; has responsibility for the smooth functioning of the General Secretary's office. Provides general support for PYM office and staff, and provides staff support for Interim Meeting and the Clerk of the Yearly Meeting. May have responsibility for independent projects.

Key Responsibilities:

1. Supports all PYM operations overseen by the General Secretary, some of which are confidential in nature. These responsibilities include preparing incoming and outgoing communications, preparing reports, maintaining the General Secretary's calendar to avoid conflicts and facilitate availability, screening incoming calls, and supporting the General Secretary, as delegated, on a day to day basis.
2. Provides general support for PYM office and staff. These responsibilities include maintaining the office staff calendar and conference room schedule, managing document archiving and storage, receiving and distributing daily mail, logging cash receipts, fielding phone inquiries and requests, and greets visitors.
3. Provides staff support for the Clerk of Yearly Meeting (including Interim Meeting and Advisory Committee), which include maintaining membership lists and attendance records, agenda preparation, new member orientation, room scheduling, catering arrangements, meeting announcements, preparation of minutes and meeting materials, correspondence, mailings, website updating and follow-up.
4. Supports Friends in Business group (Maintain membership list (175); in conjunction with Development Office produce emails and letters to set up two gatherings a year).
5. Attends Yearly Meeting sessions, including Residential Yearly Meeting, and serves as staff support during sessions.
6. Other duties as assigned.

Accountability, Annual Review and Salary Range: This position reports to the General Secretary of Philadelphia Yearly Meeting who will conduct an annual review. This is a Band 2 position with starting annualized earnings of \$40,000 per year (\$22 per hour).

Note: All Philadelphia Yearly Meeting staff members work in a collaborative manner to support the concrete and spiritual goals of the Yearly Meeting as a whole. In that context all are expected to be flexible, collegial, and willing to accept a variety of assignments.

Qualifications:

Positive and outgoing manner

Good interpersonal skills

Flexibility to accommodate shifting organizational needs

Strong organizational skills with ability to establish new systems and procedures

Experience with Microsoft Word, Excel and Powerpoint

Discretion in keeping matters handled by the General Secretary's office in confidence

Approved by Personnel Services Group on October 23, 2007

Revised 10/15/13