

Section Nine

Personnel Procedures

Wilmington Yearly Meeting Coordinator Job Description

POSITION

The Yearly Meeting Coordinator serves through support and facilitation of its activities, events and record keeping, acting as liaison between committees, clerks, members and attenders. In addition, the Coordinator acts as point of contact for the yearly meeting in interactions with local communities/businesses/organizations, Wilmington College and other religious entities, as well as national and international Quaker organizations.

QUALIFICATIONS

- 1) A Christ-centered Friend, with spiritual depth and commitment to Quaker principles
- 2) Knowledge of quaker history, testimonies & organizations and experience with group discernment and Quaker process.
- 3) Appreciation of and respect for the diversity in the Religious Society of Friends and in Wilmington Yearly Meeting.
- 4) Friendly, outgoing personality with ability to work with persons of diverse backgrounds and interaction styles.
- 5) Strong organizational, administrative, and facilitating skills.
- 6) Some knowledge of nonprofit financial management helpful.
- 7) Experience in providing staff support to boards and committees.
- 8) Excellent written and oral communication skills.
- 9) Tech-savvy, skilled in use of computer applications including those for office, website, and social media.
- 10) Ability to handle a job with multiple demands and a non-traditional work week.
- 11) College degree or equivalent training and experience helpful.
- 12) Minimum of two years related professional work experience.

RESPONSIBILITIES

This position description is a general picture of assignments. However, this employee needs to be flexible and can expect to be called to help in a variety of ways that cannot always be anticipated in the written description.

- a) The Office Coordinator fosters communication among Friends in Wilmington Yearly Meeting through sharing of news and events via the Yearly Meeting list-serve, website and other social media. The Coordinator understands that communication requires multiple forms, from hard copies sent to those who do not use email to the latest app trending among the young. An essential part of this position is maintaining the WYM

website and sharing up-t-date contact information, directories and committee email lists.

- b) The Coordinator provides support to the Clerk and Recording Clerk of Wilmington Yearly Meeting, serving as a resource and assisting in preparation of information and documents for the yearly meeting seasonal gatherings, and is available to monthly meetings, committees, and individual.
- c) The Coordinator is responsible for collecting and organizing all materials related to yearly meeting sessions and for publishing and distributing the annual Yearly Meeting Minute Book. The Coordinator also collects, organizes, publishes, shares/distributes YM-wide documents, such as annual State of Society Reports for seasonal gatherings, etc. In addition, the Coordinator keeps some historical records related to the YM and its committees accessible in the YM office, and files the appropriate documents with the Wilmington Collee Library archivist.
- d) The Coordinator supports all committees as needed. In addition, the Coordinator will regularly assist and attend meetings of the Executive Committee, Ministry & Counsel (spiritual nurture of the YM), and the Trustees (oversight of assets and management of endowment funds).
- e) The Coordinator receives monies given to the YM or generated by YM sponsored activities for bank deposit and transmits those to the YM bookkeeper. The Coordinator submits records of all such collections to the clerk of Executive Committee or whomever is responsible for sending tax receipts. The Coordinator receives invoices and receipts and authorizes payments from the YM accounts for YM activities.
- f) The Coordinator handles reservations for Quaker Knoll Campground & Retreat Center, which includes sending out and receiving reservation forms, communicating with the QK caretaker, coordinating site visits, billing and receiving payments, and keeping the reservations calendar.

OVERSIGHT

An Oversight Committee will be drawn from the Executive Committee for the Coordinator. This committee will provide a 90-day performance review and an annual review to take place by the end of May.

WORK WEEK

The Coordinator is a part-time position, which includes some telecommuting. Generally, the YM expects 25-30 hours of work per week, 48 weeks per year. The normal work week should include regularly scheduled office hours during which the Coordinator is available for personal contact with WYM members /attenders, members of the public, or the Wilmington College community. The Yearly Meeting understands that some weeks the work can be done in fewer than 25 hours, while other weeks may require more than 30, depending on the events in the yearly meeting.

TERM OF SERVICE

The Yearly Meeting expects this position to be an ongoing commitment subject to an annual review. If the Office Coordinator wishes to terminate service, the resignation must be submitted in writing 30-days in advance of termination.