

Job Announcement – Administrative Secretary, Friends Meeting of Washington

Friends Meeting of Washington (FMW) announces a new half-time Administrative Secretary position for its Washington, D.C. office. This position is responsible for: providing assistance and office support for the Meeting's committees, assisting the activities of weekly Meeting for Worship and monthly Meeting for Business, supporting the Meeting's communications and publications, and providing assistance to visitors and the wider community regarding FMW and Quakerism. In these capacities the Administrative Secretary will work closely with a new Event Manager position to arrange for the use of FMW buildings and facilities and manage the Meeting's office.

The Administrative Secretary reports to, and is supported by, FMW's Personnel Committee which, in part, serves to supervise her/his work on behalf of, and in collaboration with, the Meeting's Committee of Clerks.

Applicants for this position should have demonstrated experience and competence in office practices and management procedures and possess excellent communication and interpersonal relationship skills. She/he should also understand Quaker practice and procedure, manner of conducting business, and FMW's relationships to the wide range of Friends' organizations.

The salary will start as a half-time position. Based on a 20 hour work week, the initial salary will range from \$20,000 to \$22,500 per year, based on applicant experience. The position also will include salary supplements to offset the cost of health and dental insurance premiums, matching contributions to a retirement plan, Social Security, Medicare, Unemployment Insurance, and Worker Compensation contributions, and nine paid holidays per year.

Individuals interested in applying for this position should send a cover letter and resume with the names and contact information for three references to: Bill Strein, Clerk of the Personnel Committee. Applications materials should be sent via e-mail attachment to: FMWAdSecSearch@gmail.com . Applications will be accepted until the position is filled, but for assured consideration for the position applications should be received by August 1, 2018.

Persons of color and LGBTQ individuals are encouraged to apply.

Administrative Secretary Job Description

The Administrative Secretary is employed by the Meeting to provide assistance and office support for the Meeting's committees; assist the activities of weekly Meeting for Worship and monthly Meeting for Business; work cooperatively with the Event Manager to arrange for the use of the buildings and facilities; manage the Meeting's office collaboratively with the Event Manager; supervise part-time office staff¹, as needed; support the Meeting's communications and publications; and provide assistance to visitors and the wider community regarding FMW and Quakerism.

Assistance and Office Support for the Meeting's Committees and Officers

- Advise Committee Clerks on office support services available to them.
- Timely remind Clerks regarding reports to be submitted and filed in the office.
- Prepare and maintain records and reports, in accordance with policies contained in FMW's Handbook, and especially in cooperation with F&S, Property, Records and Handbook, and Membership Committees, and Trustees.
- Assist the Membership and IT Committees and others to maintain the Meeting's database(s) of contact, financial and other information on Meeting members and attenders.
- Assist the Membership, Nominating and IT Committees to keep current, especially online, the directory of members and attenders, and of all standing and special committees and representatives to other organizations.
- Assist the Membership Committee with the annual membership report to Baltimore Yearly Meeting.
- Assure that Marriage and Family Relations Committee has timely delivered to the District of Columbia government names of Meeting members who may legally perform marriages.
- Assure timely completion and filing, as appropriate, of all marriage documents, including copies of signed marriage licenses required to be delivered to the District of Columbia and copies of marriage certificates kept at FMW.

Assistance to Meeting for Worship and Meeting for Business

- Prepare "First Day announcements" and have available before Meetings for Worship.
- In cooperation with the Presiding Clerk, Assistant Clerk and Committees of the Meeting, help facilitate orderly monthly Meetings for Worship with a Concern for Business including the preparation of the Order of Worship document and its dissemination. The Administrative Secretary attends all Meetings for Business as a part of this staff position.

Building Use (collaboratively with the Event Manager)

- Schedule use of space by FMW committees and FMW-sponsored events and manage FMW's online calendar.

Office Management (collaboratively with the Event Manager)

- Manage the office to assure correspondence, telephone contacts, and visitors are promptly and carefully attended, reflecting FMW's intent to be hospitable and efficient.

¹ "Office staff" refers to individuals who either provide office coverage when the Administrative Secretary is absent or who are hired on an "as needed" basis to support the Administrative Secretary's work. "Event staff" who are present to support event rentals are supervised by the Event Manager

- Work with Bookkeeper and the Finance & Stewardship Committee to estimate and monitor regularly budgeted expenses for personnel and office supplies.

Office Staff Supervision

- In cooperation with the Personnel Committee, recruit and supervise part-time office staff who either provide office coverage when the Administrative Secretary is absent or who are hired on an “as needed” basis to support the Administrative Secretary’s work.
- Provide support for First-Day Friendly Office Presences

Communications and Publications

- Collaborate with the IT Committee and the Event Manager on the creation and maintenance of social media sites, including the Meeting’s website, Facebook pages, and platforms such as Twitter and Instagram.
- Prepare and distribute the monthly newsletter.
- Confer with individual Members and Attenders and the IT Committee on maintenance of the FMW e-mail list.
- Order and maintain an inventory of publications for sale in the Meeting House.
- Write and submit articles to the Baltimore Yearly Meeting Interchange newsletter.

Outreach and Assistance to Visitors and the Wider Community

- Working with appropriate FMW Committees, take a leadership role in promoting outreach to visitors, attenders and the wider community. For example:
 - Working with the IT Committee, promote the works, events, and renovation of FWW on social media, such as news sites and neighborhood email lists in zip codes 20008-20012;
 - Working with Ministry and Worship Committee, increase follow-up efforts with first time attenders, particularly those who fill out the guest book at the rise of Meeting;
 - Working with the Peace and Social Concerns Committee and Task Force on Racism, increase efforts to promote racial diversity of the Meeting; and
 - Working with the Ministry and Worship Committee and the Welcome to the Quaker Experience Group, invite newcomers to sit in on committee meetings and connect them to reading groups, spiritual formation groups, and other small groups.
- Provide information and assistance during office hours on behalf of the Meeting to all visitors and inquirers.
- Refer individual inquirers to members of relevant committees or organized study groups on Quakerism and other activities of the Meeting
- Assure an adequate supply of newsletters, committee lists, and information on FMW activities is in the literature rack.

Qualifications

The Administrative Secretary of the Friends Meeting of Washington should have demonstrated experience and competence in office practices and management procedures and possess excellent communication and interpersonal relationship skills. He or she should also understand Quaker practice and procedure, manner of conducting business, and of FMW’s relationships to the wide range of Friends’ organizations.

Supervision

The Administrative Secretary reports to, and is supported by, the Personnel Committee which, in part, serves to supervise her/his work on behalf of, and in collaboration with, the Meeting's Committee of Clerks. As such the Personnel Committee maintains a standing agenda item on the Committee of Clerks' periodic meetings to facilitate its supervision of the Administrative Secretary's work. The Administrative Secretary should not assume any tasks related to committee functions except those specified by policy without consultation with the Personnel Committee and the appropriate committee clerk(s). The Administrative Secretary is responsible for alerting the Personnel Committee of duties a committee has requested that the Secretary believes are not within his/her purview. The Personnel Committee will resolve any such conflict.