



NEW ENGLAND
YEARLY MEETING
OF FRIENDS
QUAKERS

Job Opening: Events Coordinator

New England Yearly Meeting of Friends (NEYM), the regional denominational organization of Quakers in the six New England states, is hiring for the part-time, hourly position of Events Coordinator. The Events Coordinator plays a key role in the integrated ministry of the organization's staff and volunteer leadership to support and strengthen the vibrant web of local Quaker meetings (congregations) through coordinating arrangements for major events. Letters of interest accompanied by resumes to coord-search@neym.org due by July 7, 2017, with an anticipated start date for initial training and orientation Annual Sessions August 5-10. Applicants can be based and work remotely from anywhere in New England, with frequent travel within New England. Please see the full job description (below) for qualifications and work requirements. NEYM does not discriminate in appointment of employees on the basis of race, ethnicity, age, sexual orientation, gender identity, disability, or national origin.

Primary Function

The NEYM Events Coordinator has primary responsibility for planning, coordinating and documenting major events sponsored by the Yearly Meeting, including the logistical arrangements for NEYM Annual Sessions and Living Faith Gatherings.

Hours and Work Site

This is a regular (year-round) part-time hourly position averaging 20 hours per week, with additional hours at the time of Annual Sessions and prior to Living Faith Gatherings. Work will be done from a remote/home office with internet and phone access, with regular travel within New England for meetings and several visits to the event sites anticipated throughout the year. The Events Coordinator is expected to attend in-person staff workdays and other meetings as required and to be appropriately accessible by phone, video and email during the remainder of scheduled work hours. Except as required to conduct primary duties, work schedule is flexible. The Events Coordinator is expected to be on site throughout NEYM Annual Sessions, and to provide on-site coordination for Living Faith Gatherings and other events as assigned.

Supervision/Oversight

The Events Coordinator is supervised by the Yearly Meeting secretary and works closely with the clerk of Sessions Committee and groups planning major events, as well as with the Office Manager and the other Yearly Meeting staff.

Qualifications

The Events Coordinator must possess strong skills in logistical coordination, and should have experience or aptitude to be trained to effectively use a range of web-based applications, including database, email marketing client, project management and basic accounting software. They should demonstrate the abilities to work independently and to be

directed; to multi-task effectively; to think critically and plan ahead; to exercise personal initiative and follow-through; to attend well to many details; to coordinate, delegate and supervise the work of volunteers; and to perform well under changing and stressful circumstances. They should be adept at managing interpersonal communication and conflict. The person serving in this role should bring a strong understanding of Friends faith and practice, and an approach that sees this very practical work as spiritual service to build up the life and ministry of the Quaker faith communities in the six New England states.

Functions and Tasks

Programmatic & Logistical

- Provide overall coordination and support for NEYM Sessions planning, implementation, evaluation and documentation
- Schedule, plan, and implement arrangements for Living Faith Gatherings and other events (e.g., committee meetings), including providing coordination and support to volunteer organizers as assigned
- Attend in-person and remote Sessions Committee meetings, host facility site visits, and subcommittees/working groups as needed, convening as assigned
- Provide support to the Yearly Meeting secretary in the process of confirming key roles for Annual Sessions, including stipended Sessions positions
- Provide scheduling and logistical support to the Yearly Meeting secretary and other groups as assigned, helping arrange both in-person meetings/visits and remote meetings using audio/videoconferencing tools

Financial Management

- Consult with Yearly Meeting secretary, Accounts Manager and relevant stakeholders to prepare budgets for events, including Annual Sessions and Living Faith gatherings
- Oversee event expenditures within budgetary limits
- Ensure financial reports submitted to Accounts Manager in a timely manner
- Track all relevant expenses and prepare financial reports for evaluation and future planning

Information Management & Communications

- Manage publicity, promotion and communications around major events as assigned
- Contribute to NEYM presence in social media (e.g., Facebook, Twitter, Instagram)
- Gather information on upcoming Quaker events for newsletter and calendars
- Maintain relevant logistical, policy and procedural documentation related to the conduct of Annual Sessions and other events
- Process requests for certificates of insurance for YM Events, as assigned
- Provide event-related administrative support as assigned
- Support the NEYM Office Manager in ongoing improvement of the database relevant to events management

Staff Community

- Encourage and contribute to a responsive, flexible, prayerful & effective staff team, building up the Quaker movement in New England

Liaison

- Communicate consistently and in a timely manner with stakeholders regarding arrangements for major events, including serving as an informational resource on physical and logistical capacities to aid discernment
- Maintain ongoing communication and relationships with host facilities
- Serve as primary liaison between Sessions Committee and the NEYM staff

Accountability

- Report to the Yearly Meeting Secretary
- Maintain familiarity with the NEYM Personnel Policy Manual
- Participate in regular check-ins with the Yearly Meeting Secretary and, for Annual Sessions, the Sessions Clerk and Presiding Clerk
- Seek ongoing spiritual and emotional care from a support committee
- Develop and implement annual goals for professional development and spiritual nurture
- Submit expense reimbursement requests and other reports in a timely fashion
- Participate in an annual performance appraisal