

Ben Lomond Quaker Center, with Western Friend

Administrative Assistant Job Description 8/18/14

The Administrative Assistant of the Ben Lomond Quaker Center (BLQC) and Western Friend (WF) works cooperatively with the respective Executive Directors to maintain vital, spirit-led organizations, which speak to the spiritual condition of Friends and others.

The Administrative Assistant is directly accountable to the BLQC Co-Directors and fills their roles in their absence, working cooperatively with the Maintenance Manager and other part-time staff. The Administrative Assistant also performs services for Western Friend, and for those services, consults with the Executive Editor of Western Friend.

This job description describes one part-time position that requires an average of 30 hours per week, allocated on average as approximately 20 hours per week to BLQC tasks and 10 hours per week to WF tasks. The Administrative Assistant lives on site and, because the position is a residential and "on-call" position, the hours are not restricted to any scheduled time. Given the residential nature of this role, it is important for the Administrative Assistant to maintain open communication with other staff to ensure a healthy balance between work and personal needs.

Job Responsibilities for the Administrative Assistant:

- **BLQC Responsibilities**
 - Represent BLQC at Quaker gatherings and to the general public
 - Assume the functions of the BLQC directors and other staff in their absence
 - Provide for logistical support for BLQC on-site programs (correspondence, publicity, registration, supplies, cooks, etc.)
 - Answer phones and email correspondence
 - Support maintenance of current printed and web-based materials and correspondence
 - Lead tours of Quaker Center facilities and grounds
 - Provide spiritual grounding and administrative support during all programs
 - Help maintain user and donor data bases
 - Coordinate services for users: preparation of facility, hosting, supervision of final cleanup, etc.
- **WF Responsibilities**
 - Support content management of website and social media pages
 - Provide logistical and administrative support, and spiritual grounding, for online events (publicity, registration, trouble-shooting, hosting, evaluation, etc.)
 - Help maintain subscriber / donor data base

Qualifications:

- Familiarity with Friends' organizations and meetings
- Experience and spiritual alignment with Friends' values, beliefs, and decision-making practices
- Demonstrated commitment to Friends testimonies including: integrity, simplicity, peace, equality, unity, stewardship, and community
- Effective written and verbal communication skills
- Strong computer skills related to office management, content management, and website editing
- A valid driver's license and the ability, or the willingness to learn, to drive a manual transmission vehicle.
- **Physical Requirements**
 - Walk two miles over uneven terrain, up to half at a 6% grade
 - Endurance and willingness to perform basic housekeeping skills at a commercial scale level.

Compensation:

- Salary will be paid twice per month at \$10 per hour (for an average of 30 hours per week for Quaker Center and Western Friend combined)
- Housing in the furnished two-room apartment with private bath adjacent to the office, including utilities, which is valued at \$1000/ month (a spouse or domestic partner may share the apartment at no charge)
- All household supplies that Quaker Center buys in bulk for rental facilities (i.e.: cleaning products)

Applicants will be considered with no reference to age, gender, sexual orientation, race, or religion.