

BEN LOMOND QUAKER CENTER  
ASSOCIATE DIRECTOR  
JOB DESCRIPTION

The Associate Director of Ben Lomond Quaker Center (BLQC) works closely with the BLQC Director to maintain vital, spirit-led organization that speaks to the spiritual condition of Friends and others. This individual reports to the Director, assisting in the functions of the Director as needed. This person works cooperatively with the Office Coordinator, Maintenance Technician and the Housekeeper to maintain a well-functioning center.

**Job Responsibilities for the Program Coordinator:**

BLQC Responsibilities:

- Represent BLQC to Quaker Center constituents and at occasional Quaker gatherings.
- Provide for logistical support for BLQC guests and rental group members.
- Answer phones and email correspondence
- Lead tours of Quaker Center facilities and grounds
- Enter program registration information into data base and communicate special needs to other staff and cook
- Support Quaker Center program leaders and participants from welcoming and orientation to supervision of final cleanup
- Help maintain user and donor data bases
- Assume on-call duties attending to the needs of Quaker Center and its guests.
- Assist other staff with their usual duties when support is needed.

Qualifications:

- Active in the Religious Society of Friends with experience in leadership roles
- Spiritual alignment with Friends' values, beliefs, and decision-making practices
  - Demonstration of commitment to Quaker values including: integrity, simplicity, peace, equality, community, and caring for the earth
  - Effective written and verbal communication skills
  - Strong computer skills related to office management, content management, and website editing, and the willingness to learn what is required to perform tasks.
  - A valid driver's license and a good driving record.

Physical Requirements:

- Walk two miles over uneven terrain, up to half at a 6% grade
- Unload supplies from vehicles and move to storage/use sites
- Move furniture in facilities
- Endurance and willingness to perform basic housekeeping skills at a commercial scale level.

Compensation: TBD