

QUAKER CENTER

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Open remote part-time position at the Ben Lomond Quaker Center in Northern California:

Communications and Outreach Coordinator

Position Summary

Quaker Center is a conference and retreat center under the care of the Religious Society of Friends (Quakers). The Center hosts ten to twelve of its own Quaker retreat programs each year, both in-person and online, with an emphasis on spiritual growth and Friends' Testimonies. In addition, Quaker Center hosts two summer camps, as well as groups and guests year round. These guests include families and individuals here for personal retreats and visits, and a wide array of social justice and spiritually-oriented groups and organizations. The Center is located on 83 acres of redwood forest in the Santa Cruz Mountains.

The Communications and Outreach Coordinator works in close collaboration with the Quaker Center director. They will prepare, edit and publish/distribute materials and communications from Quaker Center on its website, social media, newsletters and other formats. The Coordinator may also assist with website maintenance and updating, online program coordination and hosting, and other tasks that may be performed remotely. The position includes both close collaboration and independent work.

The Coordinator will work up to 20 hours per week, both with some set daytime (collaborative) hours in Pacific time, and some flexible (independent) hours to be determined.

This is a remote position. Applicants may work from anywhere in the United States. It is hoped that the applicant will be able to visit Quaker Center occasionally.

This contract is for one year, and the position includes a three-month review period.

The Communications and Outreach Coordinator will work under the general supervision of the Director.

The wage for this position is \$25.00 per hour.

Apply now. Interviews will begin on Monday, April 22, and this position will begin as soon as May 1, 2024.

Key Responsibilities

- **Strategy.** With the Director, coordinating and implementing a communications strategy and practice
- **Website.** Updating, editing, improving, and formatting Quaker Center's website with news, program information and registration, photos, and more
- **Social media.** Creating and publishing material on Quaker Center's Instagram and Facebook
- **Newsletter.** Assisting with the creation, editing and distribution of Quaker Center's email newsletter
- **Online programs.** Hosting and assistance in coordinating online programs, including special events and weekly series, some of which take place at 7:00 PM Pacific time
- **Worship Sharing.** Coordinate and attend a weekly online group
- **Additional outreach.** Supporting fundraising campaigns with online and print materials as needed

Qualities

- Effective and demonstrated written communication and basic graphic design skills
- Attention to detail and ability to maintain accurate records and files
- Self-motivated and able to work independently and as part of a team
- Ability to think creatively, problem solve, and troubleshoot for solutions

Preferred Experience

- Familiarity with and commitment to Quaker Center's work and/or similar faith-based organizations, as well as Quaker process and practice
- Background in writing, editing, and/or communications
- Experience with email marketing platforms
- Strong technical proficiency with Zoom, Google Docs and Google Drive
- Experience with and enthusiasm for social media communication
- Experience with website management and upkeep
- Experience and ability in remote office settings, including video conferencing

To apply, please send a cover letter, resume and two references to nico@quakercenter.org.

Detailed Job Description

The Communications and Outreach Coordinator will take responsibility for these areas:

Communications

- Working with the director and Board Committees, create and implement a media communications strategy for Quaker Center
- Maintain website with news, events, programs and program registration, and more

- Create simple graphics for Quaker Center's programs, events and campaigns
- Advertise programs and other news and events on Quaker Center's Instagram and Facebook
- Manage social media accounts and respond to inquiries
- Assist in advertising Quaker Center programs elsewhere (other mailing lists and platforms, Meetings)
- Assist in the creation of Quaker Center's monthly email newsletter using Mailchimp
- Create and update online and print resources as needed, including flyers, info sheets, and more

Programs

- Coordinate registration for Quaker Center's online events and online program series
- Coordinate with online program facilitators
- Attend and provide tech support for online programs and events
- Manage weekly online Worship Sharing group
- Assist Director by remotely supporting Quaker Center's in-person meetings, events, and conferences, including setting up registration, preparing, printing and sharing materials, and monitoring event registration

Development/Fundraising

- Assist the Director and the Outreach and Development Committee with the creation of the annual appeal and other fund-raising activities, including potential grants.
- Coordinating the logistics of mail appeals and helping to create and distribute email appeals.
- Support online fundraising campaigns (writing and/or editing, layout/formatting, emailing, social media postings, crowdfunding).

April 8, 2024