



Philadelphia Yearly Meeting- www.pym.org

We are Philadelphia Yearly Meeting, a regional association of local Quaker communities in Pennsylvania, Delaware, northern Maryland, and southern New Jersey. We bring Quakers in our region together to deepen our collective spirituality and to build synergistic relationships. We develop programs that serve local Quaker communities in a spirit of collaboration and fun. We cultivate community members and staff who help make the leadings of our yearly meeting community come alive and discern corporate witness when it arises.

QVS Alumni Fellow Position Description

Storytelling empowers others to claim their purpose, to move and to persist. Communities negotiate conflict and struggle through storytelling. Stories also provide diverse avenues through which we may celebrate when our fellows come into their own power, transforming themselves and the world. With supervision and support, the Fellow will assemble and share stories about the life of the communities that make up Philadelphia Yearly Meeting. The Fellow will also help to build the many spaces, physical and electronic, within which storytelling helps people to (re)discover the meaning that moves them. The Fellow will be encouraged and expected to initiate new ideas in a team setting.

Position Description

Communications Associate for Community Engagement

Position Summary: The Communications Associate for Community Engagement is a QVS Alumni Fellow who supports the innovative development of energizing content towards building a culture of sharing our stories, to inspire, motivate and comfort each other as needed. The Alumni Fellow helps encourage the communities that make up Philadelphia Yearly Meeting to publicize their work and ministry with each other and with the wider body of Friends.

Key Responsibilities:

1. Discover the stories, struggle and excitement within quarterly and monthly meetings and other PYM constituencies, such as worship groups, youth, young adults, and the elderly.
2. Assist in keeping PYM's media stream fresh by working with its constituencies to prepare and post their stories.
3. As relevant, support PYM constituencies in sharing their news and stories with the public through newspapers and other public media.
4. Support the use of the PYM social media accounts.
5. Build bridges between constituencies, PYM communications channels, and the community engagement team so the process of sharing news and stories is easy and expected.
6. Help develop systems within which the above may continue after the QVS Alumni Fellow has completed their year.
7. Participate with all of Philadelphia Yearly Meeting staff to make Continuing and Annual Sessions a success.
8. Function as an integral member of the Program and Religious Life team; contribute to team goals; implement the work and tasks of the position with an intention to manifest the Spirit; attend to the importance of fun, fellowship, worship, learning and service in carrying out the work; ensure that day to day activities are always a means of attending to the meaning, purpose and goal of the work.
9. Other duties as assigned.

Accountability and Review:

This position reports directly to the Community Engagement Coordinator who will serve as a mentor, help the Associate set appropriate learning and professional development goals, and conduct a six-month review. Additionally the position will work with the Director of Communications to ensure the work is in alignment with and enhances the yearly meetings communications goals.

Training and leadership development:

The QVS Alumni Fellow will begin service with orientation and training in the primary systems required to do the work, including basic website content management, basic use of Salesforce database and other systems such as Constant Contact, Survey Monkey, Slack, Facebook, Twitter and Instagram.

The QVS Alumni Fellow will participate in all staff-wide trainings, including trainings on being aware of and dismantling racism in the yearly meeting community. Past trainings have included program evaluation and metrics, child safety practices, First Aid, food management, LGBTQ resilience, and procedures for responding to crisis situations.

The QVS Alumni Fellow will also have the opportunity to identify one professional development opportunity to pursue individually or in conjunction with a small group of other PYM staff members.

Generally, the QVS Alumni Fellow will gain experience in community organizing, communications practices, and program development and implementation in a professional non-profit work environment.

Are there any special requirements needed for this position?

- Good written and oral communications skills
- This position will require good listening, tactful communication, humility and compassion for others.
- Able to speak adeptly about spirituality and religion in whatever way is comfortable for the Fellow
- Experience and a comfort level with using social media
- Works independently
- Demonstrated ability to organize and plan in advance
- Graphic design skills are a plus!