



MINNEAPOLIS PROGRAM START-UP COORDINATOR

Quaker Voluntary Service (QVS) is a 501(c)(3) Quaker organization providing opportunities for young adults to serve for one year in organizations contributing to social justice, while living in intentional Quaker community, and receiving support and training from QVS. QVS work is based in four core values: Community, Service, Transformation, and the Quaker Way. Learn more about QVS at www.quakervoluntaryservice.org.

Twin Cities-Based Start-up Position: We seek a highly motivated and well-organized person to join us in launching our fifth house in Minneapolis/St. Paul, MN, set to open in late August, 2018. The candidate should be a Quaker or very familiar with Quakerism, possess administrative and organizing skills, have successful experience working with volunteer committees, and resonate deeply with the vision and mission of Quaker Voluntary Service. The position of Program Start-Up Coordinator is approximately half time and will run from January 1 to August 31, 2018. This person will report to QVS Executive Director Christina Repoley, who is based in Atlanta, and will also work closely with other QVS staff. This person will also work closely with a group of local Friends who are supporting this effort. We expect to hire someone for the ongoing position of Local Coordinator to support the QVS house, its Fellows and program starting mid-August, 2018. The person hired for the Program Start-Up position will be highly considered for the ongoing position, if interested.

To apply, please email a cover letter, resume, and contact information for three references to QVS Executive Director Christina Repoley, christina@quakervoluntaryservice.org. Application deadline is November 15, 2017. We will interview candidates as applications come in.

See the following pages for a full position description.

Full Position Description
Minneapolis Program Start-Up Position Description (January-August 2018),
approximately 20 hours/week

Role	Primary Responsibilities
Liaison with local Friends	<ul style="list-style-type: none"> ● Work with the local working group of Friends to transition into an ongoing Local Support Committee. ● Interface with local Friends meetings to provide information and outreach about QVS. ● Attend all working group/ local support committee meetings and communicate regularly with QVS Executive Director about these meetings.
Assist in Securing Service Site Placement Agreements	<ul style="list-style-type: none"> ● Work with local working group and QVS staff in securing commitments from at least 10 nonprofit organizations to become QVS service sites in Minneapolis/St. Paul. ● Serve as liaison to service sites to help them develop appropriate job descriptions, get to know QVS, and complete necessary paperwork.
Manage Search for and Furnishing of QVS House	<ul style="list-style-type: none"> ● Collect recommendations for a house to rent for 6-8 young adults beginning mid to late July or early August, 2018. ● Visit houses and communicate with landlords as needed. ● Coordinate donations from local Friends and supporters to furnish the house before Fellows arrive in September 2018.
Assist in Recruitment and Selection of Fellows	<ul style="list-style-type: none"> ● Assist staff in doing outreach and recruitment for new Fellows, especially from the Twin Cities area, to apply by March 10. ● Participate in interview and selection process for incoming Fellows.
Administrative Tasks	<ul style="list-style-type: none"> ● Timely completion of expense reports and other required documentation ● Prepare materials for website and social media as needed.

Competencies include:

- Familiarity with Quakers and the Religious Society of Friends.
- Self-directed and goal-oriented but informed by organizational needs and mission.
- Ability to see the big picture along with a willingness to pitch in and do what needs to be done, including small administrative tasks.
- Creative problem solver with entrepreneurial spirit and attitude.
- Ability to prioritize and multitask.
- Exceptional interpersonal skills; easily builds new relationships and has experience managing conflict.

- Exceptional written and verbal communication skills.
- Passion for the mission and vision of the program.

Education/Experience:

- Minimum Bachelor's Degree and some professional experience preferred.
- Should have worked with volunteers or have significant volunteer experience; volunteer recruitment and management experience preferred.
- Experience working in multicultural communities and with a wide variety of people.
- Knowledge of local not-for-profits, social justice organizations and service agencies preferred.
- A demonstrated commitment to social justice, anti-oppression, and advocacy work.

Compensation:

This is a half time position with no benefits. Compensation commensurate with experience.

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QVS reserves the right to modify, interpret, or apply this job description in any way QVS desires. This job description in no way implies that these are the only duties to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” Quaker Voluntary Service is an equal opportunity employer.