



Job Title: Director of Program

Reports To: Executive Director.

Location: Position will be based in one of the current QVS cities: Atlanta, GA, Philadelphia, PA, Boston, MA, Portland, OR, or Minneapolis/St. Paul, MN, and will require significant travel to all of the QVS locations. This is a full-time position with two primary areas of responsibility. This position requires frequent evening and weekend work. This position will begin as soon as January 2018, to be determined by the Executive Director and the selected candidate.

To apply: Send a cover letter, resume, and contact information for three references to Christina Repoley (christina@quakervoluntaryservice.org). Applications will be reviewed as they are received but are requested no later than December 11, 2017.

Local Friends Outreach (Approximately half-time)

- Serve as a communications hub between QVS cities to enable Local Support Committees (LSCs) and spiritual nurturers (SNs) across the QVS cities to more easily learn from one another.
- Oversee and offer support and resources to the LSCs and the spiritual nurture programs, including soliciting regular feedback, keeping them informed of the big picture, and creating and disseminating clear expectations and guidelines around LSC and SN service.
- Serve as the conduit of concerns and complaints as related to the division of authority and responsibility between local coordinators, national staff, LSCs and SNs.
- Work with the QVS Director of Community and Inclusion to plan and carry out anti-oppression trainings for LSC members and SNs.
- Travel regularly to each QVS location for support, training and relationship building.
- Support the development of a healthy and productive relationship between the LSC, host meetings/churches, SNs, and local coordinator when QVS expands into a new city.
- Assist in fostering a healthy and vibrant relationship between QVS and sponsoring meetings/churches, including conducting periodic review of the relationship and the mutual commitment.

- Determine how to best make QVS programming and LSC/SN resources available to a wider audience (local meetings/churches, yearly meetings, etc.)

Program Support (Approximately half-time)

- Supervise local coordinators including weekly check-ins and semi-annual written evaluations.
- Orient new local coordinators (whether in new cities, or replacement coordinators for current cities) to the QVS program and programming expectations.
- Coordinate consistency in programming, including QVS Day and retreat programming.
- Work with staff to clearly articulate our approach to and philosophy around spiritual formation for QVS Fellows.
- Provide training to local coordinators in programming activities to equip them to effectively facilitate those activities with their Fellows.
- Stay current on and bring new programming resources to the attention of local coordinators. Facilitate discussions about how those resources can be incorporated into QVS programming.
- Assist local coordinators with finding/scheduling outside resources/facilitators for QVS Days and other programming as needed.

Other

- Assist Executive Director in preparing newsletters, annual reports and other communications.
- Represent QVS at events and conferences as needed.
- Assist in the review and selection process of new Fellows each spring.

Competencies include:

- Familiarity with the Religious Society of Friends, Quakers and Quaker practices.
- Exceptional interpersonal skills; demonstrated ability to easily build new relationships and experience managing conflict.
- Self-directed and goal-oriented but with a willingness to be 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 written and verbal communication skills.
- Skilled in working with and responding to the particular needs of young adults.
- Passion for the mission and vision of the QVS program.
- Commitment to anti-racism and anti-oppression.
- A demonstrated commitment to social justice and advocacy work.

Education/Experience:

- Minimum Bachelor's Degree Required; professional experience preferred.
- Experience in supervision/management of staff and teams preferred.
- Prior Experience working with volunteers or significant volunteer experience; volunteer recruitment and management experience preferred.
- Experience working in multicultural communities and with a wide variety of people.

Compensation Commensurate with Experience.

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.