



**QUAKER  
VOLUNTARY  
SERVICE**



*Quaker Voluntary Service is an experiment at the intersection of transformational spirituality and activism, a year-long Fellowship program for young adults.*

## Job Title: Philadelphia Coordinator

The Philadelphia Coordinator reports to the Director of Program and oversees the Quaker Voluntary Service program in Philadelphia, PA. This is a twenty-five hour/week, exempt position. Compensation will be commensurate with experience; salary range is \$22,500-\$25,500. Primary responsibilities include:

- **Provide direct support for Fellows** by meeting with them one-on-one each month; spending time at the QVS House to support the development of community life, a non-anxious approach to conflict, and shared spiritual practices; and by helping them identify resources and solve problems.
- **Facilitate discussions and exercises** grounded in QVS program goals by convening two QVS Days each month and organizing three weekend Retreats each year.
- **Coordinate the partnership between QVS and local nonprofit organizations** where Fellows work by maintaining good communication, meeting regularly with site supervisors, and recruiting new site placement partners as needed.
- **Collaborate with local Friends** by meeting regularly with the clerk of the Local Support Committee (LSC), attending LSC meetings, supporting the partnership between Fellows and Spiritual Nurturees, and encouraging Fellow participation in the life of local meetings.
- **Contribute to the development of QVS** as a national organization by participating in twice-monthly staff meetings, two annual staff retreats, and National Orientation for incoming Fellows at the end of August; by helping to recruit and select applicants; and by providing content for QVS newsletters, social media, etc.

## Competencies & Qualifications

- A good working knowledge of Quaker history, thought and practice.
- A personal history of connecting deeply with young adults from a variety of backgrounds.
- A commitment to social justice, anti-racism and anti-oppression work.
- Exceptional skill in managing time and setting personal boundaries.
- Exceptional relationship skills, including the ability to address conflict and motivate others.
- Experience organizing and facilitating small group discussions and times of spiritual reflection.
- Familiarity with nonprofits and social justice organizations in Philadelphia.
- Administrative skills for managing budgets, organizing events, and keeping records.
- Passion for the vision and mission of Quaker Voluntary Service.

## How to Apply

Please email a cover letter and resume to Mike Huber <[mike@quakervoluntaryservice.org](mailto:mike@quakervoluntaryservice.org)>, the QVS Director of Program. In your cover letter, please provide contact info for three references who can speak to your competencies and qualifications. Interviews will be scheduled on a rolling basis as applications arrive, with priority given to applications received before September 11. The position is scheduled to begin October 1.