



# QUAKER VOLUNTARY SERVICE

Quaker Voluntary Service, a year long, faith-based service program for young adults, seeks a part-time (20 hrs/week) **Alumni Engagement Coordinator** to begin formalizing and deepening QVS's engagement with Alums.

This is a grant-funded position intended to lay the groundwork for QVS Alumni to become a vibrant, self-led community after a startup period of three years. The Alumni Engagement Coordinator will also support national staff with some communications responsibilities. Excellent communication, interpersonal, and administrative skills required. Preference given for applicants who live in one of the five program cities (Portland OR, Boston, Philadelphia, Minneapolis/St. Paul, or Atlanta), although applicants who live elsewhere will be considered.

We are accepting applications for this position starting November 10, 2020, with priority given to applications submitted by Dec 1, 2020. Please submit a letter of interest, resume, and three references to [qvs@quakervoluntaryservice.org](mailto:qvs@quakervoluntaryservice.org). The Hiring Committee will be in touch with you.

Job Title: **Alumni Engagement Coordinator**

Reports to: Executive Director

Role	Primary Responsibilities
Alumni Relations	<ul style="list-style-type: none"> <li>● Support Alumni in connecting across a wide distance through online tools (such as creating a directory, providing online opportunities for connection).</li> <li>● Strengthen Alumni involvement in local programming in partnership with QVS staff and local Friends.</li> <li>● Recruit a body of Alumni to serve on an Alumni Council and discern an engagement plan. With this group, discern next steps for offering spiritual deepening, fellowship, and vocational discernment opportunities to Alumni.</li> <li>● Plan and convene Alumni Council members at a gathering/retreat to begin implementation of Alumni engagement plan.</li> <li>● Provide support to Alumni Council members in hosting regional gatherings of Alumni in collaboration with local Meetings, churches, and local QVS programs.</li> <li>● Identify opportunities for collaboration with other Quaker institutions, convening bodies, and individual Friends called to ministry.</li> <li>● (Year 2) Oversee implementation of the spiritual deepening and vocational discernment opportunities.</li> <li>● Plan and convene a national gathering for Alumni.</li> <li>● Transition Alumni-related work to Alumni Council at the conclusion of the grant period.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>● Design and post web updates about Alumni.</li> </ul>

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| <ul style="list-style-type: none"><li>● Complete ad hoc communications requests from national staff.</li><li>● Prepare reports related to alumni outreach.</li></ul> |
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Competencies include:

- Familiarity with Quakers and the Religious Society of Friends. Membership or regular attendance at a Friends Meeting is very helpful.
- Experience integrating spirituality into actions and language in everyday work, and experience supporting this practice in others.
- Self-directed and goal-oriented while simultaneously 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 effectively manage multiple projects and meet overlapping deadlines.
- Exceptional interpersonal skills; ability to build new relationships, bring people together, and engage in group discernment.
- Exceptional written and verbal communication skills.
- Passion for the mission and vision of the QVS program.
- Proficiency and experience with four social media platforms (Facebook, Twitter, Instagram, and Linked-in) for outward posting about QVS.
- Proficiency and experience building relationships with the wider network of Quakers.
- (Preferable:) Proficiency with a WordPress-based website.

Education/Experience:

- Experience organizing with others, engaging in group discernment and decision making.
- A demonstrated commitment to social justice and equity work.
- Digital communications experience, with a focus on social media.
- Knowledge of service year programs.
- Experience with event planning/coordination.
- Experience working with Friends meetings and organizations preferred.
- Experience with WordPress, Canva, and Infogram preferred.
- Graphic design skills preferred.

Compensation: This is a twenty hour per week, exempt position. Base annual compensation is \$20,000-22,000, with the option to receive prorated health insurance on the QVS group plan **or** a \$3,000 healthcare bonus. QVS also offers vision benefits, 8 paid holidays, 12 PTO days, and 4 days sick leave. QVS Staff are not traveling for work because of the pandemic; some travel will be required when travel is safe.

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. Black, Indigenous, and people of color (BIPOC), LGBTQIA+ individuals, and persons living with a disability are strongly encouraged to apply.