



## QUAKER VOLUNTARY SERVICE

### **Job Title: Administrative Coordinator**

Part Time (20 hours per week), Non-exempt

[Quaker Voluntary Service \(QVS\)](#), a nonprofit year of service program, is looking for someone to manage accounts payable and accounts receivable, support HR and recruitment functions, and perform other business support tasks as needed. This position requires a well-organized, detail-oriented person who is flexible and willing to pitch in where needed. This is a new role at QVS, with some potential to take on more responsibility depending on applicant skills, experience, and interests.

You will be joining an amazing and dedicated team of people who are passionate about social justice and spirituality. QVS is a collaborative and relational environment where your coworkers are committed to your success. Our community is diverse in age, race, gender identity, and sexuality, and we believe that multicultural relationships are essential to our work. Though this is a remote position, you will have several opportunities per year to gather in person with other staff members. This is a highly flexible position; other than scheduled meetings, you can determine your schedule in consultation with the Executive Director.

**To Apply:** Email a cover letter and resume to Hilary Burgin, the QVS Executive Director, at [jobs@quakervoluntaryservice.org](mailto:jobs@quakervoluntaryservice.org). Interviews will be scheduled on a rolling basis as applications arrive, with **priority given to applications received before May 10**. Following two rounds of interviews, we will conduct reference checks for the final two candidates. Start date is no later than June 15, but can be earlier if desired.

**Location:** Remote, from Massachusetts, Oregon, Georgia, Minnesota, or Pennsylvania. An eligible candidate must have legal authorization to work in the U.S. QVS will not sponsor applicants for employment visas.

**Reports To:** Executive Director

#### **Primary Duties include:**

- Providing required information for financial reporting to our external bookkeeper.
- Managing accounts payable, including Fellow debit cards and expense reimbursements and staff expense reports.
- Managing accounts receivable, including generating site placement agreements, handling payment schedules and changes, and collecting overdue payments.
- Depositing donations and other checks on a weekly basis (remote deposit).

- Providing administrative support for our Recruitment, Development, and HR functions, (recordkeeping, mail merging/document compilation, obtaining and tracking onboarding documents, assisting with mailings, etc.).
- Maintaining financial records and providing support for the annual audit, state tax filings, and 990 preparation.
- Ensuring essential business documents are organized, up to date, and easily accessible.
- Renewing annual registration in each of the states in which we operate (GA, OR, PA, MA, MN).
- Providing administrative support to our staff team, Fellows, and Board as needed.

**Minimum Requirements include:**

- Demonstrated history of success (professional or not, paid work or not) in nonprofit administration or related fields.
- Understanding of and experience managing accounts payable and accounts receivable.
- Willingness and ability to learn and quickly apply new skills.
- Tech-savvy, particularly with Google Suite and spreadsheets (Excel, Google Sheets, etc.)
- Self-directed, organized and detail-oriented.
- Flexibility and willingness to pitch in and do what needs to be done.
- Ability to prioritize and multitask.
- Exceptional interpersonal skills and written and verbal communication skills.
- Passion for the mission and vision of the program.
- Ability to maintain a high level of confidentiality and professionalism.

**Nice to Haves:**

- Familiarity with Religious Society of Friends (Quakers)
- Experience with a service year program
- Understanding of non-profit accounting basics
- Experience with eTapestry or other non-profit CRM

**Compensation:** \$24,000-\$26,000 for 20 hours per week. Starting salary based on experience and geographical location. QVS offers prorated health insurance or a \$3,000 health insurance bonus, vision care reimbursement, and ability to contribute to a 403(b) plan (unmatched). Per year, employees working 20 hours per week receive 100 PTO hours (25 half-days), 8 holidays, 32 sick time hours (8 half-days), and time off for the period between Christmas and New Year's Day.

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.