



# 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: Alumni Engagement Coordinator**

This is a half-time, grant-funded, two year position intended to lay the groundwork for QVS Alumni to become a vibrant, self-led community after a startup period. The Alumni Engagement Coordinator will also support national staff with some communications responsibilities. Excellent communication, interpersonal, and administrative skills required.

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.

**How to Apply:** Interviews will be scheduled on a rolling basis as applications arrive, **with priority given to applications received before Sept 19**. Please submit a letter of interest, resume, and three references to [jobs@quakervoluntaryservice.org](mailto:jobs@quakervoluntaryservice.org). The position is scheduled to begin early- to mid-October.

### **Primary responsibilities include:**

- **Working closely with QVS Alumni** to create new systems of engagement with one another and with QVS.
- **Gathering QVS Alumni together**, both regionally and nationally, in order to support Alumni in spiritual deepening, community-building, and vocational discernment.
- **Collaborating with QVS staff** to connect Alumni with current Fellows and existing QVS structures.
- **Considering opportunities for collaboration** with other Quaker institutions, convening bodies, and individual Friends called to ministry.

**Location:** Remote from Massachusetts, Oregon, Georgia, Minnesota, or Pennsylvania. (Other locations may be acceptable.) 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

## **Competencies & Qualifications**

- Experience integrating spirituality into work life and everyday conversations, and experience supporting this practice in others.
- Experience managing your time and work goals without the structure of regular office hours.
- Exceptional interpersonal skills; ability to build new relationships, bring people together, and engage in group discernment.
- Experience organizing with others, engaging in group discernment and decision making.
- Administrative skills for managing budgets, organizing events, and keeping records.
- Passion for the vision and mission of Quaker Voluntary Service (Community Life, Spiritual Exploration and Social Justice). Experience in a service year program will be seen as a plus.

**Compensation:** This is a 20 hour per week, non-exempt position. Base annual compensation is \$23,000-\$25,000. 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). Employees working 20 hours per week receive twelve and a half PTO days, eight holidays per year, four sick days, and time off for the period between Christmas and New Year's Day.

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.