



Job title: Operations and Administrative Coordinator, Manager, or Director

Full time (40 hours per week), exempt

[Quaker Voluntary Service \(QVS\)](#), a nonprofit service year program, is looking for someone to manage operations and administration. This includes supporting young adult Fellows participating in a service year; managing expenses; supporting HR and recruitment functions; collaborating with fundraising staff for data entry and analysis; and performing other tasks as needed. Although this position does not require a background in financial management, we would love to see candidates who have experience bookkeeping, particularly at a nonprofit org.

You would be a great fit for this job if you have exceptional attention to detail and enjoy working “behind the scenes.” You should be able to prioritize, multitask, see the big picture, and have a willingness to pitch in and do what needs to be done, including small administrative tasks.

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.

Salary and title commensurate with experience.

For someone arriving with modest administrative and operational experience, the salary budgeted is \$40,000-\$50,000.

For someone with experience managing all financial aspects of an organization, including knowledge of accrual accounting / nonprofit bookkeeping, budgeting, and fluency producing and analyzing financial statements, the salary budgeted is \$50,000-\$65,000. Though this salary is not as competitive as we would like, we hope that will be ameliorated by QVS being a fun, progressive, flexible place to work, with ample PTO.

To apply: Email a cover letter and resume to Hilary Burgin, QVS Executive Director, at jobs@quakervoluntaryservice.org. Interviews will be scheduled on a rolling basis as applications arrive, with **priority given to applications received before May 10**. Start date is no later than July 1, but can be earlier if desired.

Location: Remote, from Massachusetts, Oregon, Georgia, Minnesota, Indiana, Maine, 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:

- **Working with an external bookkeeper to manage all financial components.** You will manage accounts payable and accounts receivable, handle payment schedules and collect overdue payments. You will also work with a consulting agency which prepares tax filings and 990, and conducts an annual audit.
- **Collaboration with staff regarding development / fundraising, recruitment, communications, board connection, and program.** You will review administrative and operational duties in the organization as a whole, and support and streamline processes with and for colleagues. Based on the skills and interests of you and your colleagues, you will determine how to perform all the everyday (and once-yearly) tasks in QVS.
 - For instance, with the development and fundraising team you will handle administrative duties such as depositing donations; if you like event planning, you may take on some of this work from the development staff team.
 - Similarly, for recruitment, communications, board connection, and program support, you will work with staff to streamline and support existing projects, determining who is best suited to completing various tasks. For instance, do you like website maintenance? Cool! You and the Communications Coordinator can discuss you taking on this responsibility.
- **Program support and participation at in-person events.** We have two all-staff in-person events – National Orientation, in late-August, and an all-staff meeting, in November. You will attend these events. Additionally, you may attend board meetings.
- **“People operations” management.** You will manage the administrative pieces of being on staff. This includes: onboarding new staff; connecting staff with health insurance; updating the employee handbook; setting up and managing payroll; etc.
- **Being available as things come up.** Although we plan as best we can, sometimes things come up, and we realize that we need someone to research website maintenance costs, or proofread a grant report. You will be flexible while also holding clarity about your priorities and the priorities of the organization as a whole.

Bookkeeping responsibilities, for candidates with financial management experience:

- Instead of working with an external bookkeeper, you will maintain all financial reporting and accounting. You will process reimbursements, complete payroll, and produce monthly financial statements.
- You will collaborate with the Treasurer and the Finance Committee of the Board of QVS.
- Other responsibilities would be released for you to prioritize financial management.

Minimum requirements include:

- Demonstrated history of success (professional or not, paid 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 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

The salary is \$40,000-\$65,000, based on experience and geographical location. In addition, QVS offers prorated health insurance or a \$6,000 health insurance bonus, vision care reimbursement, and ability to contribute to a 403(b) plan (unmatched). Employees working full-time receive 25 PTO days, eight holidays per year, eight sick 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.