



# 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: Communications Coordinator**

Quaker Voluntary Service (QVS) seeks a part-time (20 hrs/week) Communications Coordinator to generate and coordinate all national communications. You would be a great fit for this job if you have exceptional written, visual, and verbal communication skills, and are able to prioritize and multitask. You should be able to 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.

**How to Apply:** Email a cover letter, resume, and up to five portfolio items, to Hilary Burgin, 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 Monday, December 2, 2024**. Following two rounds of interviews, we will conduct reference checks for the final two candidates. Desired start date is January 2, 2025, but can be flexible for the right candidate.

## **Primary Duties Include:**

- Maintaining and updating the QVS website (this requires proficiency with WordPress and Gravity Forms).
- Developing and following a comprehensive communications plan for the program year, to include communications across multiple constituencies (potential applicants, current Fellows, volunteers, and donors).
- Maintaining and building our social media presence across all of our channels (Facebook, Twitter, Instagram, TikTok, and Linked-in) for outward posting about QVS.
- Interacting with and building relationships with QVS' wider network, including Quaker groups, recruitment-related connections, and justice organizations.
- Designing visually interesting and engaging appeals, recruitment materials, infographics, videos, reports, and other media. This requires proficiency with Canva.
- Identifying ways in which we can measure the effectiveness of our communications.

- Using data to inform future communications strategy, including identifying new ways to reach applicants through social media in conjunction with the Recruitment Manager.
- Keeping abreast of trends in communication; ensuring QVS is using the best channels possible for each audience.
- Other tasks as needs arise.

**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

## **Education/Experience:**

- Demonstrated history of success (professional or not, paid work or not) in nonprofit communications or related fields; preference given to candidates with two or more years experience.
- Two years experience with graphic design preferred.
- Experience with relevant software (Canva, WordPress, Gravity Forms, G Suite, Dropbox, Mailchimp).
- Demonstrated experience with social media tools (Facebook, Instagram, LinkedIn, TikTok, Twitter).
- Demonstrated commitment to social justice and advocacy work.
- Experience communicating to a variety of constituencies (e.g, multicultural, intergenerational).
- Familiarity with the Religious Society of Friends (Quakers) preferred.
- Knowledge of not-for-profits, social justice organizations, and service agencies preferred.

**Compensation:** \$26,000-\$30,000 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). 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.

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.