

NEYM Communications Director/Office Manager

Position Goals, Hours, Functions/Tasks, and Work Plan Priorities for Fiscal Year 2012

Position Goals

- *Foster a more welcoming Yearly Meeting community by making information more easily available and approachable to Friends of all levels of Yearly Meeting involvement, as well as non-Friends.*
- *Provide administrative support for the Yearly Meeting operations*
- *Nurture a collective voice for New England Quakers in the wider world, to help us more clearly articulate our common faith to the world*
- *Encourage and empower NEYM clerks, staff, and committees to be more faithful, more caring, more efficient, and more transparent in all that we do*

Hours and Work Site

- *Hours*
 - This is a full time position (40 hour per week) that requires some weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work.
- *Work site*
 - Tuesdays at the NEYM office and other days as needed. Otherwise the work site will be from a home-based office.

Functions and Tasks

- *Communications*
 - Respond to inquires (via all media)
 - Coordinate the YM calendar (on the web)
 - Support YM committee clerks as needed (see services guide)
 - Write thank you notes to individual contributors
 - Arrange committee days
 - Maintain and utilize the YM e-mail broadcast tools
- *Publications*
 - Coordinate, publish, and distribute the Annual Minute Book
 - Direct the work on the Yearly Meeting web site
 - Edit and publish *The New England Friend*
 - Manage inventory, sale and distribution of NEYM publications
- *Administrative*
 - Work with the YM Secretary to prioritize, plan, and organize the work of the office
 - Recruit and supervise voluntary and paid staff for office needs
 - Work with YM Secretary and others in planning for the Annual Sessions, managing the NEYM Office at Annual Sessions
- *Information Management*
 - Maintain appropriate information on YM staff and committee activities
 - Maintain the Yearly Meeting database, including meeting surveys and statistics
 - Coordinate bulk mailings to constituent bodies of the Yearly Meeting
 - Maintain office equipment and supply inventory
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

Work Plan Priorities

- *First Quarter of FY 2012 (October – December)*
 - Complete publication and distribution of the 2011 Minute Book
 - Publish *The New England Friend* in conjunction with the Development Committee Annual Report and appeal, in print and electronic formats.

- Work with FGC, The YM Secretary and the Publications & Communications Committee to launch the revised NEYM Web site at the end of the calendar year.
- *Second Quarter of FY 2012 (January – March)*
 - Publish winter & spring issues of *The New England Friend*
 - Continue the development of the new neym.org
 - Take a weekend spiritual retreat
- *Third Quarter of FY 2012 (April – June)*
 - Begin Preparation for Sessions
 - Publish summer print issue of *The New England Friend*
 - Update Sessions website, including online registration site
 - Contact committee clerks regarding meetings at NEYM Sessions
 - Arrange for Committee Day Locations for FY 2013
- *Fourth Quarter of FY 2012 (July – September)*
 - Prepare for Sessions
 - Manage the Office at Sessions
 - Begin preparation of the Minute Book

Measures and Indicators of Work Plan Priorities Accomplishments

- Quarterly reviews with YM Secretary based on task accomplishments as outlined in the “Work Plan Priorities” section above
- A quarterly written narrative, sent to the YM Secretary, listing and evaluating task accomplishments as outlined in the “Work Plan Priorities” section above
- Annual Report to YM Secretary that includes:
 - Written narrative evaluating goals, priorities, and task accomplishments for the year
 - Written reflection on queries listed below
 - Annual summary statistical report
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

Queries

- How does Spirit move through you and your ministry?
- What were this year’s important achievements?
- What are the challenges you face in your job?
- What brings you joy in your work as Communications Director/Office Manager?