

Looking for a Yearly Meeting Administrative Assistant in the Worcester Office

The NEYM Administrative Assistant will support the work of the YM in the Worcester offices. This is a regular part-time position scheduled for approximately 32 hours per week, with benefits, that will require some weekend and evening hours, and attendance at the annual meeting in August. The individual will possess some administrative, clerical, computer, and excellent communication skills. Please contact the YM Office for details and a job description. 508/754-6760, neym@neym.org

Job Description – NEYM Administrative Assistant

Primary Function

The primary function of the Administrative Assistant is to support and assist the work of the yearly meeting offices.

Supervision & Oversight

The Administrative Assistant works for New England Yearly Meeting under the supervision of the Administrative Secretary.

Qualifications

Preference will be given to a member of the Religious Society of Friends or an active attender of a monthly meeting, with an understanding of Quaker traditions and ways of doing business. The individual will possess administrative, clerical, computer and excellent communication skills.

Responsibilities & Duties

Maintain office and assist in tasks as directed by the Administrative Secretary including this list of typical tasks:

- Process publications orders
- Answer phone and respond to requests for information
- Create and send mailings for some Yearly Meeting committees as well as regular mailings and communications to Monthly Meetings
- Prepare for, host (occasionally) and follow-up for Committee Days
- Maintain and update the database and office filing
- Assisting with the maintenance of the Yearly Meeting calendar
- Assist the work of the other staff in the office under the direction and guidance of the Administrative Secretary
- Prepare for, work at, and wrap up Sessions (sending epistles, editing minutes and assisting the Presiding Clerk) and assist in production of Minute Book.
- Help as needed the Traveling Ministries & Intervisitation Program
- Produce and edit written materials including brochures and maps
- Laugh a good amount and have fun & joy in the work most of the time.

Accountability

- a. Be accountable to the YM Personnel Committee through the Administrative Secretary
- b. Be familiar with the Personnel Policy Manual and office policies and procedures
- c. Be timely and professional in all work for the Yearly Meeting
- d. Keep regular record of time spent
- e. Submit expense requests, reports and project sheets in a timely fashion
- f. Strive to form, a loving and worshipping community in the office, responsive to one another and the Yearly Meeting
- g. Strive to form a support committee and meet on a regular basis
- h. Participate in annual performance appraisal with supervisor