

FRIENDS GENERAL CONFERENCE JOB DESCRIPTION

Proposed 5/2009

Job Title: CONFERENCE ASSOCIATE

General Statement: The purpose of this position is to provide program and secretarial support for the FGC Conference program, including the Gathering and other programs planned by FGC's Long Range Conference Planning Committee. The Conference Associate works closely with the Conference Coordinator and the Junior Gathering Coordinator to accomplish all the work that make the Annual Gathering of Friends and other smaller conferences happen in good order. The Conference Associate will also work approximately 30% of her/his time to provide general administrative support for the office.

Desired Qualifications:

Education: 1. College or other post-high school training.

Experience:

1. General office procedures.
2. Word processing (MS Word) and spreadsheets (Excel).
3. Working with volunteers in a team setting
4. Meeting or Conference planning, preferably with Friends
5. Responding to questions and concerns, particularly over the phone.
6. Maintaining websites and other web tasks.

Skills:

1. Strong organizational skills essential: organizing events and materials.
2. Good interpersonal communication skills.
3. Coordinating volunteers, keeping track of dates and details.
4. Communication with the Quaker public, both in person and on the phone.
5. Preparing routine letters and reports.

General:

1. Familiar with the Religious Society of Friends.
2. Available for some travel, including 3-4 weekends/year and 11 days on site at the annual Gathering.

Duties and Responsibilities:

Gathering and Conferences

1. Arrange logistics for meetings of the Gathering Committees and Long Range Conference Planning Committee (LRCP). This includes working with representatives of local Friends meetings on arrangements and meeting logistics and getting appropriate information from all potential meeting attenders.
2. Attend meetings of the Gathering Committee (one or two per year), the fall meeting of LRCP, FGC Central Committee, and work on-site at the Gathering for approximately 10 days.
3. Provide primary staff support to one or more Gathering Committee subcommittees, including policy interpretation, correspondence, and logistical support.

4. Assist with production of the Gathering Advance Program and other materials, including collecting materials from clerks, drafting new material, editing, and preparing material for the printer.
5. Collaboratively with the Conference Coordinator and Junior Gathering Coordinator, develop and maintain the Gathering web page.
6. Take a lead in testing and troubleshooting the online registration process.
7. Assist with preparations for the Gathering, including primary responsibility for registration processing, shuttles, supplies, on site registration and the Information Desk. This work involves approximately 10 days on-site and work with many volunteers.
8. Manage Gathering office during the week of the Gathering, including scheduling phone coverage.
9. Assist the Conference Coordinator in maintaining manuals for use by volunteers and future staff in planning the Gathering and other conferences. Maintain files for use by Conference Coordinator and Junior Gathering Coordinator.
10. Assist with the planning and holding of smaller FGC conferences, including the creation of registration materials and assisting planning committees with logistical arrangements.
11. Duplicate and assemble materials for mailings for the Conference Coordinator, the Junior Gathering Coordinator, and other FGC Program staff in relation to conferences.
12. Handle routine correspondence for Conference Coordinator, including follow-up on returned checks and post Gathering payments.
13. Other duties as requested by supervisor.

General Administrative Duties

14. Handle phone calls, take messages as necessary, open and route mail.
15. Manage and order office supplies, do monthly tallies for copier, mail machine.
16. Handle checks, bank deposits, receipts, verify payments, send financial information to accountant each week.
17. Secretarial support for the Fiscal and Property Manager, occasionally others.
18. Collect and prepare materials for archives.

Supervisor: Conference Coordinator
Hours: Full time (Exempt)
Supervises: None
Starting Salary: Approximately \$30,000, plus full benefits