

Events Registrar Position Description

Provisional March 31, 2025

Supervisor:	Associate Secretary for Events
Supervisee/s:	May supervise seasonal volunteers
Location:	Anywhere in the United States with reliable internet access
Hours:	Full time (35 hours/week) (5 days)
Compensation:	\$58k - \$62k plus health, retirement and other benefits
Required Education:	High school diploma or equivalent
Required Experience:	2-3 years in similar position/s, preferably with database management

About Friends General Conference

Founded in 1900, Friends General Conference is an association of local and regional Quaker organizations primarily in the United States and Canada. Our focus areas and related projects are determined by volunteers representing our affiliates and are consistent with FGC's organizational Minute of Purpose and Vision Statement:

Friends General Conference, with Divine guidance, nurtures the spiritual vitality of the Religious Society of Friends (Quakers) by providing programs and services for Friends, meetings, and seekers. We envision a vital and growing Religious Society of Friends - a faith that deepens spiritually, welcomes newcomers, builds supportive and inclusive community, and provides loving service and witness in the world.

The overarching priorities of Friends General Conference are visibility and invitational outreach, major events, and spiritual formation, including a commitment to adult and children's religious education, anti-racism development, and spiritual and practical skill-building. Its major goals are to:

1. Nurture meetings and worship groups.
- 2. Provide resources and opportunities for meetings, Friends, and seekers to experience the Light, the living presence of God.**
3. Help meetings guide Friends to discern the leadings of the Inward Teacher and to grow into ministry.
4. Transform our awareness so that our corporate and individual attitudes and actions fully value and encompass the blessed diversity of our human family.
5. Work to grow and sustain a vital, diverse, and loving community of Friends based on a shared search for unity in the Spirit.
- 6. Articulate, communicate, and exemplify Friends' practices, core experiences, and the call to live and witness to our faith.**
7. Promote dialogue with others, sharing with them our corporate experience of Divine Truth and listening to and learning from their experience of the same.

The Events Coordinator will focus on implementing aspects of the major goals identified above in bold.

Summary of Duties

The objective of the Event Registrar shall be to assist the Events Coordinator in the development and implementation of exemplary events for the Religious Society of Friends under the auspices of Friends General Conference. This shall be accomplished through the coordination of aspects of FGC's major events, in coordination with many volunteers and their respective committees. As part of a Quaker organization, all staff actively support and participate in organizational meetings and activities.

Duties and Responsibilities

1. Major Events

- Create and maintain registration systems for all FGC events.
- Serve as primary registrar for major events.
- Ensure data entered into registration system is done according to documented practices.
- Support the execution of major FGC events such as an in-person Gathering, major online events, staff retreat, and annual governance sessions.
- Support the execution of FGC events such as retreats for Friends of Color, Spiritual Deepening events, Executive Committee meetings, and outreach events.
- Work collaboratively with other staff, event volunteers and committee members to build relationships that support long-term program success.
- Serve as manager and coordinator of an FGC office at major events.
- Provide supervision of volunteers at major events.

2. Administration

- Support the implementation FGC's Pandemic Health and Safety Policy.
- Provide staff support to select committees and subcommittees related to major events as directed by supervisor.

3. Outreach, Visibility, and Spiritual Formation

- Maintain the Gathering and other events' pages of the FGC website, including session and workshop pages.
- Support the development and distribution of promotional materials for events.

4. Travel

- Between fifteen and twenty percent (15% - 20%) of this position is spent traveling in support of FGC initiatives, including leadership at the FGC Gathering, Central Committee Annual Sessions, and attendance at a staff retreat; in-person attendance at volunteer committee meetings that are related to special events; as well as travel to Yearly Meetings and other Quaker events.

5. Other duties as assigned by supervisor.

Core Competencies of FGC Employees

Familiarity with the Quaker Faith	Understands the history, branches, culture, vocabulary, and practices of the Religious Society of Friends in North America.
Anti-Racism	Recognizes and uses professional, personal, or spiritual tools to create a welcoming and inclusive environment for people of all ethnic and racial backgrounds. Recognizes the patterns and impacts of racism and white supremacy culture in the workplace, work-related programming, and in the world.
Project Management	Develops, schedules, coordinates, monitors, evaluates, and manages projects according to well-defined and realistic goals.
Technology Skills	Uses computers, smart phones, software applications, databases, and automated systems to accomplish work. Demonstrates ease and adaptability when learning computer skills necessary for the work.
Self-Management	Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior, integrity, and honesty.
Writing	Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; and produces written information, which may include technical material that is appropriate for the intended audience.

Core Competencies – Events Coordinator

Decisiveness	Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
Problem Solving	Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
Flexibility	Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.
Customer Service	Works with those who use the services FGC produces, including the general public, co-workers, and individuals at other organizations, to assess their needs, provide information or assistance, or resolve their problems; knows about available services; is committed to providing quality services.