

FRIENDS GENERAL CONFERENCE JOB DESCRIPTION

Job Description Provisionally Approved September 28, 2021

****This is a term limited position lasting approximately 1 year with the possibility of a six month to 1 year extension dependent upon funding.****

Job Title: CONFERENCE AND ONLINE EVENTS ASSOCIATE

General Statement: The purpose of this position is to provide programmatic and administrative support for the FGC Gathering and event management for designated online events. The Conference & Online Events Associate works closely with the Conference Director, Conference & Events Coordinator, and the Gathering Youth Coordinator to accomplish all the work that makes the FGC Gathering happen in good order.

Desired Qualifications:

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

Experience:

1. Word processing (MS Word) and spreadsheets (Excel).
2. Adding content to and maintaining webpages and other web tasks.
3. Working with volunteers in a team setting.
4. Responding to questions and concerns, particularly over the phone and by email.
5. Event or conference planning, including virtual events (preferably in Quaker settings).
6. General office procedures.
7. Experience with conducting research.

Skills:

1. Strong organizational skills essential: ability to keep track of many simultaneous projects, dates, and details.
2. Accurate and skilled database management.
3. Effective written and verbal communication, both virtual and in-person.
4. Self-starting and supporting opportunities for collaboration across groups.
5. Coordinating volunteers.
6. Communication with the Quaker public, both in-person, virtual, on the phone, and by email.
7. Preparing routine letters and reports.
8. Proof-reading and editing.
9. Navigation of word processing, database management, registration and website editing software, as well as Zoom, Slack, Excel and Canva.
10. Flexibility and adaptability.
11. Proficiency in communicating in English and Spanish (written and verbal).

General:

1. Familiarity with the Religious Society of Friends (Quakers).
2. Available for some travel, including 11-14 days on-site at the annual Gathering.
3. Commitment to ending racism in the Religious Society of Friends and beyond.
4. Commitment to making Gathering events accessible to and inclusive of Friends with many different identities and abilities.

Duties and Responsibilities:

The FGC Gathering:

1. Assist with preparations for the Gathering, including support for registration processing. This involves work with many volunteers.
2. Work with Conference Director to recruit and assign Gathering volunteer roles. This includes primary contact and follow up communication with Gathering registrants and posting work grants and financial aid into the Gathering registration software.
3. Coordinate virtual offerings (e.g. online workshops and worship sharing groups) for years when the Gathering has both in-person and online options. This includes training of volunteers assisting with virtual events.
4. Serve as the primary staff contact person for all Gathering Centers, pre-Gathering events, and afternoon offerings. This includes maintaining a Center contact list and drafting communication, creating forms & collecting event information in advance of the Gathering, editing event details to be shared with Gathering participants.
5. Assist Conference Director with research projects & drafting reports.
6. Enter Gathering events into our conference app for use by attenders during the Gathering. Create or update instructions (including written, visual, and live trainings) of use of software by participants.
7. Provide primary staff support to one or more Gathering Committee subcommittees including policy interpretation, correspondence, and logistical support.
8. Assist with production of the Gathering Advance Program and other materials, including drafting new material and editing.
9. Update assigned pages of the FGC website, coordinated by the Conference & Events Coordinator.
10. Monitor the main Gathering email inbox and phone number, and provide support for Friends registering by phone, with other Gathering staff assistance.
11. Support Conference Director in managing COVID safety and compliance information, protocols, communication, and follow up for in-person events.
12. Work on-site at the Gathering for 11-14 days. Work in Gathering office during the week of the Gathering.

Other FGC Online Events:

13. Collaborate with FGC program staff to expand our capacity for offering virtual events. Compile best practices and procedures for virtual FGC events.
14. Logistically support virtual events offered by FGC programs:

- a) Create registration and evaluation forms
- b) Publicize events
- c) Correspondence with planning committees and attendees
- d) Tech support

15. Other duties as assigned by Conference Director.

Supervisor: Conference Director
Hours: Full time (35 hours/week) (5 days/week)
Supervises: none
Pay Range: \$20-25 per hour + full benefits