



**MONTHLY MEETING OF FRIENDS OF PHILADELPHIA (MMFP)
320 ARCH ST, PHILADELPHIA, 19106**

JOB HIRE: Quaker Meeting Administrative Coordinator

DATE POSTED: January 2, 2025

- **Position:** Administrative Coordinator
- **Type:** Part-time (10-12 hours weekly)
- **Starting:** Immediately
- **Pay:** Hourly, \$20.00/hour. No benefits are attached to this position.

The Administrative Coordinator for the Monthly Meeting of Friends of Philadelphia (also known as Arch Street Friends) serves an important function in the administrative needs of this Quaker Meeting. As the phone and email front line response for the Meeting community, this person should possess a friendly and confident manner, the capacity to work independently with moderate supervision, and an enthusiasm for interfacing with the members of this Quaker religious community.

This position is part-time, ten hours minimum per week (negotiable schedule). They will report directly to the Clerk of the meeting and interact closely with a number of other members of MMFP through their work. This is a hybrid position that requires visiting the Meeting Office weekly to complete onsite administrative needs but the majority of work can be completed remotely, if so desired. The Meeting Office is located in the Arch Street Meeting House, at 320 Arch Street, in Old City, Philadelphia. (The ASMH is run separately from the meeting community.)

Position responsibilities include:

- Monitor and respond in a timely manner to all inquiries received through the Meeting Office phone and email
- Create and distribute the Weekly Bulletin newsletter
- Email and/or phone reminders for weekly hospitality positions
- Distribute monthly business meeting minutes (electronically and by mail)
- Update the Meeting's website, calendar, and private cloud-based members file system, all run through Quaker.App platform. Includes generating, updating, and maintaining online files
- Maintain Meeting files and records, including organizing final version for the Meeting and sending copies to Haverford College, as assigned
- Update the Member & Attender Directory for distribution twice a year
- Acknowledge monetary contributions
- Generate and distribute annual tax deductible contribution letters
- Sort, distribute, and open any incoming mail
- Additional administrative projects and tasks as requested by the Clerk of the meeting and the Meeting Committees.

Requirements and skills of the position:

- Ability to work independently, with moderate supervision as well as collaborate with various Meeting stakeholders
- Familiar with Quaker process, or willing to learn

- Computer literate: Proficient with various software (Word, Excel, Outlook and social media apps)
- Literate in scheduling and maintaining recurring or one-time Zoom meetings
- Knowledge of Mail Chimp; Canva, Wordpress or similar, for website and newsletter
- Attention to detail
- Efficient use of time; prioritizing tasks when handling multiple projects
- College-level writing and editing abilities
- A positive, personable demeanor and capacity to provide superior customer service

About Monthly Meeting of Friends of Philadelphia (MMFP/Arch Street Friends)

The Monthly Meeting of Friends of Philadelphia (known as MMFP or Arch Street Friends) is located in Philadelphia's Old City neighborhood and a part of the Religious Society of Friends, commonly known as Quakers. Founded in the late 17th century, MMFP practices unprogrammed silent worship, meeting each Sunday at the Arch Street Meeting House located at the corner of 4th and Arch Streets (plus offering non-hybrid, online worship). Information on MMFP is available at www.archstreetfriends.org

To Apply for the Position

All applicants should submit a letter of interest, resume, and references (two recent work references and two personal references) to clerk@archstreetfriends.org. Please include "Administrative Coordinator Position" in the Subject Line. Shortlisted applicants will be contacted by email to schedule an interview. No phone call inquiries. Applications will be reviewed on a rolling basis until the position is filled. We are looking to fill this position immediately. A criminal background check must be completed upon conditional offer of employment.

By the way, if you don't check off every box in the requirements listed above? Please apply anyway!