**Jamestown Friends Meeting**

**Job Description**

***Office and Communications Manager***

**Approved – 3/4/2025**

The **Office and Communications Manager** supports the ministry of Jamestown Friends Meeting by overseeing many of the day-to-day administrative operations of the Meeting. He/she manages internal and external communications and publicity and assists leadership of the Meeting with various duties. This is a part-time position, initially involving 12 hours per week. The compensation will be $20 per hour initially, to be increased to $22 per hour after a positive performance evaluation at the conclusion of an initial 90-day period. The OCM will carry out his/her work responsibilities at the Meeting House in person.

**Primary Responsibilities:**

**Oversee the communication needs of the Meeting:** these duties will include support for the members of the Meeting, as needed, with the production of newsletters, use of social media, maintenance of our website, and management of both internal and external communications, including coordination of all mailings.

**Manage the administrative needs of the Meeting:** these duties will include the purchase of office supplies, ongoing management of the telephone and computer systems, and maintenance of relationships with certain vendors. In cooperation with appropriate leadership, prepare and print a weekly bulletin for Meeting for Worship. Assist, as needed, with preparation of agendas and other informational materials needed for official groups within the Meeting. Assist, as needed, with the updating of informational displays.

**Maintain accurate record keeping:** these duties include keeping up with the membership database, attendance records, filing of reports and minutes for committees and business meetings, and the compilation and proper recording of archival material. Maintain in a readily available location all official documents including those of Monthly Meeting, Ministry and Counsel and other record keeping groups within the Meeting as needed.

**Maintain a master calendar.** This will include a calendar of all usages of the Meeting’s facilities by both Meeting sponsored groups as well as events sponsored by approved outside entities. The calendar of upcoming official events shall be provided in a timely fashion to the person who edits *Simply Speaking*.

**Maintain regular weekly office hours.** Make sure the office is open and available for members, visitors, and vendors for four daytime hours, three times each week as assigned by the Clerk of the Meeting. Greet guests, answer the telephone, arrange to deliver relevant messages, pick up mail at the Jamestown Post Office, sort mail, and keep the office area neat.

**Position Requirements:**

* Proficiency in Microsoft Office or Google Workspace, ZOOM, website maintenance, and use of social media platforms.
* Good organizational skills and attention to detail.
* Ability to maintain confidentiality and handle sensitive information.
* Must be able to work independently and responsibly as the sole person on staff able to do certain aspects of this role.
* Excellent writing, proofreading, and verbal communication skills.

**Preferred**:

The ideal candidate will have experience working for a faith-based organization or non-profit. Some experience with and/or understanding of Quakers will be a plus.