

Friends Meeting at Cambridge (FMC) Job Description for Meeting Administrator

The Meeting Administrator is a key position providing important oversight of other staff and coordinating critical administrative functions of our faith community. The Meeting Administrator will work on-site at 5 Longfellow Park at least 4 days a week, though may choose to do some functions (e.g., responding to emails, making phone calls) remotely. The Meeting Administrator role is expected to be 35 hours per week and will necessitate a somewhat flexible schedule.

The Meeting Administrator will serve as a welcoming presence to community members and guests alike. They will serve as the primary supervisor for paid staff, as well as leading coordination of a number of unpaid volunteers. As such, the Meeting Administrator will partner with the community to ensure that FMC is a welcoming, equitable, and inclusive work environment that respects and upholds differences and reflects Quaker values with a specific focus on the testimonies of community, equality, and integrity. The Meeting Administrator will have familiarity with these values and understand how they manifest in Quaker process, structures, management practices, conflict resolution, and interpersonal relations.

Primary Responsibilities / Tasks of the Meeting Administrator

Staff Supervision and Support (10 hours/week):

- Serves as the primary supervisor and support for paid staff at FMC and, where appropriate, support and coordinate unpaid (volunteer) work that serves the FMC community. For paid staff, provides supervision, counsel, and support for the Office Manager, First Day School/Youth Programs Coordinator, Center Residents, and Maintenance Manager.
- Provides a schedule for and supervision of the Center Residents to ensure completion of tasks outlined in the Center Resident Job Description, including evening and weekend coverage of the office, cleaning the Friends Center and Meetinghouse, trash/recycle removal, snow shoveling and basic yard maintenance. Task coordination and oversight may be delegated to the Maintenance Manager and Office Manager as needed.
- Supervises and supports the First Day School / Youth Programs Coordinator to ensure appropriate planning and implementation of the First Day School program, as well as programs for youth and families within the FMC community.
- Manages and supports the Office Manager to ensure office operations including all administrative, technical, personnel, and financial tasks are completed in a timely manner.
- In consultation with the Trustees Committee, supervises the Maintenance Manager to ensure that maintenance and repairs needed in the Friends Center and Meetinghouse

are attended to in a timely and appropriate manner. As needed, provides additional support and input to the Maintenance Manager in the event contractors are needed.

- Ensures that all staff receive the appropriate training to perform their role / functions.
- Conducts annual evaluation of each staff member's performance as outlined in the FMC employee handbook.
- Participates in the recruitment, interviewing, and selection of new staff to fill vacancies, including the Center Resident Search Committee.

Scheduling and Managing Events with Outside Groups (10 hours/week):

- Responds to and manages requests for rental of FMC facilities by outside groups. In this capacity the Meeting Administrator serves as the welcoming and gracious "face" of FMC. This responsibility includes engaging with individuals making the request, showing the facility as needed, scheduling events in the FMC calendar, instructing and enforcing FMC guidelines, acting as or providing a qualified host, managing the Meeting parking spaces, contacting appropriate city officials, (e.g., Parking Department for large events such as weddings and memorials), sending invoices, collecting payments, and coordinating with Center Residents and the Maintenance Manager on facility cleanliness before and after the event.
- Maintains the events calendar of the Friends Center and Meetinghouse in collaboration with the Office Manager who keeps the calendar for internal FMC groups scheduling space for meetings or activities.
- In collaboration with the Trustees Committee, directs the Office and Maintenance Managers in securing the building, managing the key system, and ensuring necessary and appropriate signage for all users of the facilities.
- Assists—as needed—with the logistics for Memorial Services and Weddings, working collaboratively with the Memorial Meetings Committee and Care of Wedding Committees.

Coordinates FMC Social Media Presence (4 hours/week):

- Manages FMC's presence on social media, including posting of events or other content that may be appropriate for outreach efforts.
- Coordinates with committees doing outreach (e.g., Fellowship and Outreach, Adult Spiritual Education, etc.) to identify opportunities for posting on social media programs used by FMC.
- Monitors FMC website and Announcement Sheet to identify what upcoming events might be useful opportunities for outreach efforts.

Coordinates Childcare Volunteers (5 hours a week):

- In collaboration with the First Day School / Youth Programs Coordinator, arranges for volunteers from the FMC community to provide child-care coverage in the Nursery on Sunday mornings.
- Arranges, as needed, for childcare coverage for Meetings for Business in Worship and other FMC programs or committee meetings when requested by parents.
- Ensures that all paid staff and volunteers providing childcare receive background checks in accordance with FMC policy.
- Ensures FMC-provided childcare conforms to FMC child safety policies.

Financial Management (2 hours a week):

- Approves requests for purchases on FMC credit cards and reviews monthly statements ensuring that expenses were appropriately authorized.
- Reviews what bills have been paid each month and are scheduled for the coming month to ensure that key bills are paid in a timely manner.
- Reviews expense line items on a monthly basis to ensure they are not projected to exceed the budget and notifies the Treasurer if any line items are in danger of exceeding the budget.

Attends Relevant Committee Meetings (4 hours/week):

- Serves as the primary contact for FMC Committee Clerks when they have a question about personnel, the facilities, or administrative processes.
- Serves as an ex-officio member of the Trustees Committee.
- Maintains contact with Fundraising and Fellowship & Outreach Committees as well as the Publications Group—periodically attending meetings of these groups and supporting requests such as outreach efforts and management of social media.
- Attends every other month meetings of Committee Clerks and Conveners

Supervision Received

The Meeting Administrator is supervised by a three-person Supervisory Committee composed of a representative from (1) Trustees Committee, (2) an “at-large” representative of the community, and (3) a First Day School parent or a member of the First Day School / Youth Programs Committee. The Supervisory Committee is also responsible for providing support to the Meeting Administrator and will meet at least once a month, engaging in a collaborative process to provide needed direction, prioritization of tasks, and advice as needed. The Supervisory Committee will work with the Meeting Administrator to ensure the demands of this position are aligned with the time allocated. After a 6-month period, the Supervisory

Committee and Meeting Administrator will review the time and responsibilities and determine any necessary changes to the job description.

Our Organization

Friends Meeting at Cambridge is a large, robust, wheelchair-accessible Quaker meeting in Cambridge, Massachusetts grounded in the principles of simplicity, peace, integrity, community, equality, and stewardship. Known as “the gateway to Quakerism in New England,” FMC is blessed with many seekers looking for a spiritual home and welcomes all, regardless of disability, race, color, national origin, sexual orientation, gender identity or expression, relationship status, age, religious background, physical or mental health, socio-economic circumstances, a history of addiction or incarceration, or anything that too often divides us.

Statement on Nondiscrimination

Friends Meeting Cambridge is an equal-opportunity employer. We strongly encourage and seek applications from women and non-binary individuals and from people of color including bilingual and bicultural individuals. Applicants will not be discriminated against because of race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender identity or expression, or any other characteristic protected by law.

Annual Salary: \$57,000 - \$58,000

Employee Benefits:

- Health Insurance
- Retirement Plan
- Paid time off