

Operations Coordinator

Homewood Friends Meeting
3107 N.Charles Street, Baltimore, MD 21218

Job Description

Position: Homewood Friends Meeting is seeking a part-time Operations Coordinator to provide organizational and technical support to the Meeting. The Operations Coordinator facilitates the effective daily operation of the Meeting Office, assists with coordinating building maintenance, coordinates building rentals and use, and supports the work of Homewood's committees. The Operations Coordinator should possess excellent interpersonal and communications skills and be comfortable with exploring and adapting to new technologies. There is potential for additional hours for persons with skills in maintenance of older buildings.

Homewood Friends Meeting: Homewood Friends Meeting is a Quaker meeting located in the heart of the Charles Village neighborhood in Baltimore City. We are a lively community of Friends who gather weekly for worship in the traditional manner of Friends, for monthly meetings for business, and at other times for special events, and in support of work for peace, social justice and sustainability. As a form of community outreach, we offer rentals of spaces in our 100-year-old building at below market rates.

Qualifications:

- High school diploma and some college preferred
- A minimum of three years of office managerial experience or equivalent required

Required skills:

- **Interpersonal skills:** Friendly, outgoing personality with ability to work with persons of diverse backgrounds and interaction styles. Empathetic problem solver. Ability to convey information clearly and accurately.
- **Written communication skills:** Demonstrates strong writing and editing skills.
- **Technical skills:** Comfortable using and learning a variety of software and database programs, e.g., Google Docs, Canva, Wordpress, Zoom. Experience using web-based programs and social media for marketing and promotion. Skilled in using basic office and videoconferencing equipment.
- **Organizational skills:** Ability to prioritize and complete in a timely manner a variety of tasks. Skilled in meeting multiple demands and deadlines. Experience in developing organizational systems with a keen eye for detail.
- **Strong documented work ethic with a history of reliability and accuracy.**

Preferred skills:

- **Familiarity with the Religious Society of Friends and the Quaker process.**
- **Familiarity with old buildings:** ability to track regular maintenance needs such as air filter changes, monitoring for leaks after weather events, and other similar tasks.

Hours: This is a part-time, 24-hour per week position in the Meeting Office of Homewood Friends Meeting. It is expected that the person will work in the Meeting Office with rare telework options for special circumstances. Work schedule is 4 days per week, e.g., Sun, Weds, Thur, Fri 8:30-2:30. Schedule is negotiable.

Compensation: Salary is commensurate with skill and experience. **Range:** \$27-\$29 per hour

Benefits:

- **Vacation:** 72 hours (3 weeks) per year
- **Sick Leave:** 52 hours of sick leave per year (2 hours per pay period)
- **Holidays:** 10 paid holidays to be taken on the federal/ state schedule: New Year's Day; Martin Luther King's Birthday; Presidents' Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Thanksgiving Day; Christmas Eve; Christmas Day. (Alternative days may be negotiated.)
- **Health Insurance:** After six month probationary period the Meeting provides Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) (paid at 62% of the maximum QSEHRA for the year)
- **Access to MarylandSaves Retirement Savings Program**
- **Paid jury duty**

Terms of Service: The Meeting expects this position to be an ongoing commitment subject to an annual review.

Responsibilities:

1. Maintains an effective, organized, and user-friendly office for Homewood Friends Meeting, including but not limited to communications (in-person, phone, and electronic); accurate records; securing of supplies and materials; preparation of correspondence and other documents; and data management.
2. Assists the Clerk and Meeting officers with administrative tasks.
3. Supports the Meeting's committee clerks by communicating with committee members, facilitating projects, and helping to logistically facilitate programs and activities, as needed and directed by committee clerks.
4. Maintains and updates the Meeting's paper and digital records and computer databases of members, attenders and other contacts.
5. Supports House and Grounds Committee in researching and scheduling to meet contractors for building maintenance and improvements, providing summary reports on recommended interventions.
6. Serves as the primary point of contact for rental of the building, orienting renters to rental options, assuring that renters meet our rental guidelines, generating contracts and assuring they are signed appropriately, instructing renters regarding how to access and secure the building, etc.
7. Supports and assists committee clerks with arrangements for special events.
8. Produces and distributes Meeting publications and communications including the monthly newsletter, weekly silent announcements, Meeting website and other forms of publicity related to Quaker and community organizations.
9. Maintains records of contributions to Meeting and rental payments, issues gift acknowledgements, and communicates with financial agents as requested by the bookkeeper or Meeting officers.

Specific Tasks:

Office and Communications

- Maintains a regular presence in the Meeting office in accordance with published office hours; greets visitors to Meetinghouse
- Responds to correspondence in a timely manner via phone, mail, or email
- Oversees use of Meetinghouse and maintains the Master Calendar
- Maintains Meeting paper and electronic files of correspondence, minutes, procedures, meeting records, and building records
- Produces and distributes via the website and other means accurate weekly announcements and monthly newsletter
- Maintains and updates the Meeting website and social media postings
- Tracks newcomers to the Meeting, updating Ministry and Counsel regularly
- Assists Clerk to prepare for monthly meeting for business and copy materials
- Orders office supplies, postage, cleaning and washroom supplies, hospitality needs, etc.

- Maintains and updates Meeting database of attenders and members, generates the Meeting Directory

Building Maintenance

- Monitors and collaborates with cleaning service
- Coordinates elevator inspections and repairs
- Schedules and provides access for inspection and maintenance of boiler, fire extinguisher, sump pump, termite inspections, contractors, etc.
- In conjunction with House and Grounds, researches and obtains estimates for building, office, appliance and equipment repair and upgrades
- Works with city agencies and other providers of utilities (water, telephone, internet, gas and electric, parking, alley issues)
- Keeps Meeting signage current and notifies House and Grounds of issues that need to be addressed

Building Use

- Communicates with potential renters about options and Meeting rental requirements
- Executes renter and building use agreements
- Maintains Meeting calendar for rental groups
- Arranges for keys, codes, etc.
- Maintains records of all renters
- Coordinates rental logistics

Financial Tasks

- Records offline contributions to Meeting; deposits incoming funds; mails checks
- In conjunction with Trustees, maintains contact with Meeting's financial agents to respond nimbly regarding investment matters
- Obtains and files backup documentation for purchases and other transactions
- Arranges with bookkeeper for reimbursements to committee and other members

Nondiscrimination Policy: Homewood Friends Meeting appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, class, gender identity or expression, pregnancy, age, national origin, ancestry, physical ability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Homewood recognizes that some of these categories are social constructs, not rooted in science. Our aim is to be inclusive and affirming.

Background checks: Homewood will conduct a background check for all candidates upon hire.

INTERESTED? Please submit a current resume and cover letter describing qualifications addressed to clerk@HomewoodFriends.org with "Operations Coordinator Search" and your Last Name in the email subject line.

Applications will be reviewed on a rolling basis until the position is filled.