

## **Ann Arbor Friends Meeting Worker – Job Description**

25 Hours per week. To begin mid-October, 2024. Application deadline: August 1, 2024.

The Meeting Worker serves as the on-site Quaker presence to the various groups that share space at Ann Arbor Friends Center (Meeting committees and interest groups, the residential community, the Interfaith Council for Peace and Justice, and community groups). The four main categories of the Meeting Worker's responsibilities are listed below. Some specific duties may be added or redistributed among other Meeting employees, depending on individual gifts and leadings.

### ***Office Administration:***

- Holds regular weekday office hours (currently Monday to Thursday, 10 AM to 1 PM) to provide information about Friends and the Meeting to the general public, handle the mail, collect contributions, etc. Unlocks the buildings on Sunday mornings
- Schedules use of rooms
- Answers questions about the Meeting, often referring people to meeting officers and committees, who can provide further information
- Works with the Quaker House Committee regarding the needs of the residential and Meeting communities. Makes monthly reports to the Committee

### ***Clerical and Record Keeping:***

- Prepares and publishes the Meeting Directory
- Keeps membership records, makes annual report to the Meeting
- Maintains and archives Meeting records for committee reference and as historical documentation

### ***Property:***

- Works closely with the Property Committee on maintenance of the buildings and grounds; makes monthly reports to the Committee
- Arranges for professional services when needed
- Provides custodial services in the Meetinghouse
- Maintains inventory of cleaning supplies
- Performs some yard care tasks
- Hires substitute workers to provide custodial services and to cover work when on vacation or sick
- Recruits facility workers or volunteers to provide seasonal yard care, computer maintenance, and other tasks
- Invites participation in and oversees monthly volunteer work days

### ***Finances:***

- Makes deposits of Meeting contributions and other income on behalf of the Treasurer
- Records contributions of members and attenders, and sends out year-end acknowledgements
- Coordinates with Finance Committee and undertakes other tasks outlined in the ***Financial Handbook***

### ***Salary: \$32,500***

- Three weeks' paid vacation time (75 hrs, can be non-contiguous) plus 6 paid holidays
- Two weeks' paid medical time off (50 hrs, can be non-contiguous)
- Meeting pays 7% of salary into Friends Pension Plan 403b

***To Apply:*** Email Brian Jones-Chance, convener of Personnel Committee (brianjc@joneschance.com), providing a CV.