



PENDLE HILL
A QUAKER STUDY, RETREAT & CONFERENCE CENTER

338 Plush Mill Road
Wallingford, PA
19086-6023
(610) 566-4507
FAX (610) 566-
3679

POSITION: Education Manager

REPORTS TO: Executive Director

SUPERVISES: Education Coordinator, Communications and Outreach Coordinator, Continuing Revolution Conference Coordinator, Arts and Spirituality Teacher, Pamphlet Specialist

GENERAL SUMMARY: The Education Manager supports and oversees the successful delivery of all the educational programs and functions at Pendle Hill. This includes two priority tasks in the first year 1) responsibility for the development of evaluation and assessment instruments (specifically hiring a consultant to lead this ad-hoc project) and 2) developing and maintaining excellent record-keeping and communications boilerplates (office management) for assignment of scholarships, welcoming scholars. The person in this role brings appreciation for our community and excitement for our Educational programs and will work hard to ensure that they are on mission, toward vision, and are effective, timely and powerful. The work includes office management, budgetary oversight, staff supervision, oversight of key program areas, and occasional facilitation, planning, recruitment, design, outreach, and teaching. The key program areas are: Lectures, Young Adult Friends Conference (Continuing Revolution), Education Conferences, weekend workshops and 5-day short courses, Arts programs, Online Learning, scholars on campus (e.g. scholarship recipients), and new programs as they are developed. Additional function areas include the Library, Art Studio/gallery, Friends in Residence, Chorus. It is envisioned that, following a trial period, there may be opportunity to advance to a higher level of responsibility.

WORKING ENVIRONMENT: Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill offers residential and commuter study programs, weekend workshops and retreats, consultations, scholarship opportunities, publications, bookstore, and conference space on our beautiful 23-acre campus.

DUTIES AND RESPONSIBILITIES:

- Ensure that our education programs are always in line with our mission, vision and values.
- Ensure that programs are budgeted accurately and adjusted mid-year as needed to ensure balanced performance (they are currently balanced).
- Engage in strategic planning and in setting short, medium, and long-term goals.
- Practice well-organized, accessible, filing conventions. This includes excellent, redundant record-keeping methods (of enrollment and participation, financials, and contracts, correspondence, reports, etc.).
- Revise and update communications templates (admissions, welcome letters, scholarship awards, evaluation, etc.) as needed.
- Develop and use evaluation and assessment mechanisms for tracking and reporting. (There is a funded project to be overseen during year one).
- Supports successful goal completion with Education team and look for new ways to for educational programs to thrive.

- Articulates Pendle Hill's programmatic vision, orally and in writing, for purposes of recruitment and outreach; marketing and advancement (including involvement with grant proposal writing).
- Support educational staff and foster an environment in which they are energized, informed, and empowered.
- Works closely with other departments to ensure that educational programs are in harmony with other functions at Pendle Hill.
- Develops and supports outreach and admission plans to achieve enrollment and participation goals.
- Involved in admissions processes (10-20 individuals/year): interviews, scholarships, welcoming.
- Serves as a member of the Administrative Team; takes a collaborative approach to overall coordination of initiatives.
- Recruits, selects, and provides support and supervision for Friends in Residence, scholars and some speakers, teachers, leaders.
- Serves as staff support to the Education Committee of the Board.
- Ensures coordination of Pendle Hill's art exhibits, Chorus, Art Studio use and maintenance, and Library use and maintenance.
- Teaches, facilitates, and leads groups as needed. Introduces speakers on occasion and welcomes some arriving groups.
- Other duties as assigned by the Executive Director.

REQUIRED QUALIFICATIONS:

- Experience with setting, achieving, and helping others to achieve S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, Timely) goals.
- Demonstrated ability to effectively manage budgets and set and fulfill goals for multiple concurrent programs.
- Proven ability to meet deadlines consistently and establish timetables for various programs – always with an eye on being “ahead and prepared.”
- At least five years of experience delivering educational programs, at least two of which at the level of Manager.
- Degree or equivalent experience in a related field.
- Demonstrated experience in successfully directing a program team as well as ability to work independently.
- Experience setting up and administering online learning experiences, or equivalent transferable skill.
- Excellent communication skills – in person and in writing.
- Confident and inclusive presentation, teaching, and facilitation style.
- Commitment to providing consistently excellent programs.

DESIRED QUALIFICATIONS:

- Experience maintaining accurate and accessible records and files.
- Experience with design and implementation of excellent educational programs. This includes curriculum design.
- Proficiency with evaluation and assessment strategies and reporting.
- An appreciation for non-degree learning, and the transformative role a contemporary Quaker study center can have by living into its vision through its programs.
- Excellent organizational skills, and ability to maintain order and detail within a complex set of competing initiatives.
- Experience with Moodle or WordPress.

- Experience with fundraising.
- Track record of high-quality supervision and staff leadership, preferably experienced in interdepartmental collaboration.
- Understanding of the adult education needs within the Religious Society of Friends.
- Experience with outreach to and recruitment of diverse groups.
- Favorably evaluated teaching experience in adult learning environments.

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

1. A welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences.
2. Familiarity with Quaker faith and practices, and/or a willingness to gain and deepen such knowledge.
3. Appreciation for the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and value statements as part of familiarizing yourself with Pendle Hill.

TIME EXPECTATIONS: This is a full-time position. Residence on the Pendle Hill campus is strongly desired. Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal time or housekeeping work.

COMPENSATION AND BENEFITS: Compensation includes cash salary and benefits including medical and dental insurance, retirement, generous paid vacation and holidays, and the opportunity to take Pendle Hill courses for free or at a significantly discounted rate. Compensation may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill’s discretion).

The opportunity to obtain a Swarthmore College ID card, which will enable you to access the Swarthmore library and recreational facilities.

Thanks to a partnership with FGC, employees receive a 20 percent discount at the *QuakerBooks* bookstore at Pendle Hill.

NONDISCRIMINATION POLICY: Pendle Hill appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, gender identity or expression, pregnancy, age, national origin, ancestry, disability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill recognizes that many of these categories are social constructs, not rooted in science. The aim is to be inclusive and affirming.

BACKGROUND CHECKS:

Pendle Hill will conduct a background check for all candidates prior to hire.

INTERESTED? Please submit a current resume; contact information for three references, two of which are people who have supervised your work (we will not contact your references without checking with you first); and a cover letter describing your qualifications, including how you heard about the position (resumes received without a cover letter will not be considered), to Martie McBreen at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or mmcbreen@pendlehill.org. Please put **Education Manager** and your last name in the email subject line.

Review of applicants will begin on January 10, 2017 and continue until the position is filled, with an anticipated start date of “asap”.