



PENDLE HILL

A QUAKER STUDY, RETREAT, AND CONFERENCE CENTER

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

August 2017

POSITION: Pamphlet Coordinator

REPORTS TO: Director of Education

SUPERVISES: None

GENERAL SUMMARY: Oversees the publication of six high-quality Pendle Hill pamphlets per year. This includes the full publication cycle: reading and evaluating all manuscripts submitted for consideration as possible Pendle Hill pamphlets; discerning which are ready to submit to the Pamphlets Working Group for further consideration; corresponding thoughtfully with authors and potential authors, guiding their editing process; scheduling and convening (facilitating) the Pamphlets Working Group meetings to ensure excellent pamphlets are chosen for publication; selecting and coordinating the work of editors, graphic designers, printers, etc. as needed; arranging for reprints of popular pamphlets; ensuring that pamphlets are digitized and made available for online sale; and, in coordination with Advancement staff and the printer, fulfilling (mailing) the six yearly pamphlets to subscribers. Coordinates any needed updates to the online Pamphlet index.

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, commuter, and online study programs, weekend workshops and retreats, conferences, scholarship opportunities, publications, and rental space on our beautiful 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

DUTIES AND RESPONSIBILITIES:

1. Coordinates the publication of six high-quality pamphlets per year.
2. Serves as contact person for questions about pamphlets, including inquiries from interested potential authors (readers, subscribers, etc.).
3. Internally suggests ways to promote authorship, purchase, and subscription of pamphlets
4. Collects and compiles relevant/necessary records and filings for future years (including ISBN data and copyright transfers).
5. Reviews manuscripts and selects those ready for review by the Pamphlet Working Group.
6. Convenes that group and ensures a good and collaborative review process of the pamphlets.
7. Coordinates the copyediting, layout, graphic design, and printing of the pamphlets.

8. Assists with setting costs and ensuring that the full cycle of sale is given care and attention (customers purchase in person, through our website, and through other online retailers).
9. Works with current and potential authors to determine if their submissions meet the requirements for a Pendle Hill pamphlet (be able to answer questions from authors as they arise); advise authors regarding ways to improve their manuscripts.
10. Oversees the publication cycle including proofreading and development of discussion questions related to the publications (ensuring that deadlines are met).
11. Works with the printer and decides on the number to print in each run, ensuring timely mail sort and invoice payments.
12. Sets up Pamphlets Working Group meetings, sends out mailings (agenda, including minutes of last meeting and manuscripts prepared for consideration), and arranges phone or online meetings as needed for related group discussions.
13. Coordinates with Development staff for Raiser's Edge mail sorts for the subscription/renewal process.
14. Supports the maintenance and updating of the list of active subscribers in Raiser's Edge.
15. Cooperates with other staff on quarterly inventory and related financial record keeping.

REQUIRED QUALIFICATIONS:

1. Understanding and appreciation for the history, potential, and role of Pendle Hill Pamphlets in the world.
2. Superior editing skills and demonstrated experience with manuscript improvement.
3. Comfort and skill with the full cycle of publishing – from recruitment of manuscripts, through group review, editing and layout, to pricing and distribution.
4. Excellent organizational and communication skills (including group facilitation and the ability to articulate the value of these pamphlets to potential authors, readers and subscribers). Demonstrated writing/speaking skills.
5. Demonstrated ability to recognize strong work and to build a "body" of published works each of which can stand alone while also forming a complementary set of pamphlets.
6. Ability to sensitively give cogent, detailed critiques of manuscripts, resulting in improved submissions from authors and ongoing positive relationships between authors and Pendle Hill.
7. Deep familiarity, or willingness to quickly gain and maintain that familiarity, with the full collection of Pendle Hill pamphlets.
8. Strong detail orientation and demonstrated excellent ability to proofread.
9. Willingness to successfully engage with both the conceptual work of generating six high-quality pamphlets on time and the smaller-picture work of fulfilling subscriptions and relating with customers.
10. Interest in promoting Pendle Hill Pamphlets, and subscriptions, to new audiences; and collaboration with the Communication and Outreach Coordinator and others in this regard.
11. Proficiency with Microsoft office suite, and willingness to learn how to use additional software (such as Raiser's Edge).

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

1. A highly 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, cultural backgrounds and practices, and differences (of all kinds).
2. Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
3. Appreciation for the role of Quakerism in the mission of Pendle Hill. Appreciation of our mission, vision, and values.

TIME EXPECTATIONS:

This is a part-time, hourly, position. Some of the work can be done remotely and other aspects will require being on campus. We anticipate that this position will require about 10 to 15 hours per week on average, over 48 weeks per year. During certain parts of the publication or fulfillment cycle, the hours may increase, only to fall in subsequent weeks.

COMPENSATION AND BENEFITS:

- The pay rate begins at \$17.00 per hour Pendle Hill staff are paid monthly.

NONDISCRIMINATION POLICY: Pendle Hill appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, class, gender identity or expression, pregnancy, age, national origin, ancestry, ability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill recognizes that some of these categories are social constructs, not rooted in science. Our 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:

1. Current resume;
2. Contact information for three references, two of whom are people who have supervised your work (we will not contact your references without checking with you first); and,
3. A cover letter describing your qualifications, including how you heard about the position, to Martie McBreen at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or mmcbreen@pendlehill.org. Please put "Pamphlet Coordinator" and your last name in the email subject line.

Review of applicants will begin on September 18th, 2017 and continue until the position is filled, with an anticipated start before November 1st 2017.