



PENDLE HILL

A QUAKER STUDY, RETREAT & CONFERENCE CENTER

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October 2017

POSITION: Administrative Assistant to the Executive Director

REPORTS TO: Executive Director

GENERAL SUMMARY:

The Assistant to the Executive Director provides support in a variety of ways: office maintenance tasks including phone and email communications; document preparation, storage and retrieval; greeting Pendle Hill visitors, and maintenance of an organized, welcoming environment coordination of activities (including Board meeting and staff events). The assistant interacts with the Board as needed, provides support for the Raiser's Edge database and provides support for filling job openings at Pendle Hill.

The assistant to the Executive Director is the "right hand" of the Director – maintaining good order, confidentiality, a sense of humor, and a high degree of organization in the office. Additionally, the assistant brings great communication skills, often serving as the first point of contact with Board members, volunteers, and newcomers.

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, bookstore, and rental space on our beautiful 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

DUTIES AND RESPONSIBILITIES:

Provide Administrative Support to Executive Director

1. Maintains strict discretion on personnel matters and other confidential areas of work.
2. Supports Executive Director with incoming and outgoing communications, including email, phone, and correspondence.
3. Arranges travel bookings, prepares itineraries and necessary materials for trips.
4. Tracks travel expenses and submits receipts for expenses.
5. Provides support for Administrative Team meetings: prepares meeting agendas, notes.
6. Updates personnel files, takes notes as needed, and liaises with staff committees.

7. Collates staff reports to the Board three times yearly (October, February, July) from materials provided by Administrative Team members. This includes report formatting, editing, proofreading, and producing final copies.
8. Coordinates staff retreats and staff holiday party.
9. Maintains clean and welcoming office areas in Director's suite.

Board Meeting Support

1. Coordinate registration details for three Board meetings a year. This includes room and meal registration, meeting space assignments, and working closely with the Operations Department on all details.
 - a. Provides hard copies of advance documents to Board members as requested.
 - b. Provide administrative support to Board members as requested (including but not limited to: copies, print jobs, technological assistance with their cloud drive and phone/online conferencing.
 - c. Prepares Executive Director and Recording Clerk information binders for each Board meeting.
2. Attends Board meeting sessions to provide onsite assistance.
3. Collects signed Board conflict of interest forms for PH files (annually at the February meeting).
4. Ensures that current documentation (e.g. contact information, biographies, and committee panels) are in the PH network's shared staff folder.
5. Uploads documents to the Board's cloud storage. Creates back-ups of Board documents.
6. Processes Board travel expense forms for reimbursement/donation.

Database Support (with guidance from Director of Advancement)

1. Process cash and stock gifts; then receipt gifts.
2. Produce reports to reconcile with Finance department.
3. Compose acknowledgment letters to donors, with excellent proofreading skills.
4. Complete data entry as needed, including entering new constituencies and prospects from campus visitors, sojourners and development trips, and address changes from returned mail.
5. Maintain and update Pendle Hill Pamphlet subscriptions in constituent files.
6. Coordinates Pamphlet subscription mail sorts from Raiser's Edge.

Hiring Support

1. Maintains and updates a list of job posting sites.
2. Posts job openings to appropriate sites, receives and distributes applications, prepares application documents and assessment materials and distributes to search committees.

General

1. Updates and organizes files, distinguishing active and archival files and processing accordingly.
2. Maintains the Staff Calendar, which includes staff vacations, holidays, and other regularly occurring campus meetings or events.

REQUIRED QUALIFICATIONS:

1. Excellent organizational skills.
2. Excellent communication skills (in person, writing, and on telephone).
3. Mastery in the use of Raiser's Edge or similar database.
4. Proficiency with the Microsoft Office Suite (Word and Excel essential), and demonstrated ease with various computer uses (including comfort learning new uses).
5. Great time management, with an eye for details and commitment to meeting deadlines.
6. Track record of excellent judgment and discretion in handling confidential or sensitive matters.
7. Presents a professional demeanor.
8. Excellent, fast keyboarding skills.

DESIRED QUALIFICATIONS:

1. Experience as an administrative assistant.
2. Experience working with volunteers.
3. Demonstrated skill with office organization and record-keeping.

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 of the role of Quakerism in the mission of Pendle Hill.

TIME EXPECTATIONS: This is a full-time, non-exempt position. Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal time, housekeeping or maintenance work.

COMPENSATION AND BENEFITS: Compensation includes cash salary and benefits including medical and dental insurance, retirement, generous paid vacation and holidays, some meals as part of taxable compensation, 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 and at Pendle Hill's discretion).

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 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, to David Butterworth at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or dbutterworth@pendlehill.org. Please put Administrative Assistant and your last name in the email subject line.

Review of applicants will begin on November 15th and continue until the position is filled, with an anticipated start in early 2018 (flexible).