



PENDLE HILL
A Quaker Study, Retreat, and Conference Center

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April 2021

POSITION: Director of Education

REPORTS TO: Executive Director

SUPERVISES: Education Coordinator, Communications and Outreach Coordinator, Arts and Spirituality Coordinator, Pamphlet Specialist, Young Adult Friends Conference Coordinators

GENERAL SUMMARY: The Director of Education is responsible for the successful delivery of Pendle Hill's educational programs and functions. This director oversees programs including: monthly lectures, educational conferences, arts & spirituality initiatives, pamphlets, weekend workshops, scholarships/residencies, five-day courses and online programming. Additionally, this director will have responsibility for implementing the kick-off of a renewed resident student program in partnership with the Executive Director. The person in this role brings vision and the ability to strengthen programs and community while having an active relationship with the support work involved, ensuring that our education programs are always in line with our mission, vision and values. The work includes planning, supervising, cross-department implementation, facilitation, recruitment, assessment, budgetary oversight, assignment of scholarships, recordkeeping, curriculum development, and occasional teaching. Additional function areas include the Library, Art Studio and Chorus.

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 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

DUTIES AND RESPONSIBILITIES:

1. Serves as a member of the Administrative Team and staff-support to the Board's Education Committee, reporting to each as necessary and collaboratively approaching coordination of initiatives.
2. Articulates Pendle Hill's programmatic vision, orally and in writing, for purposes of recruitment, marketing, and advancement (including occasional involvement with grant proposal writing).

3. Oversees staff and volunteers, fostering an empowering environment, and actively engaging supervisees in setting and achieving yearly and long-range goals, including timely and budget-conscious planning and delivery of programs; supports and supervises adjunct faculty as needed.
4. Coordinates the review process for scholarships (e.g., interviewing potential scholars, assignment of monies) and provides support as needed for applicants who are finally invited to campus, including scholars, interns and Friends in Residence.
5. Collaborates with colleagues in support of enrollment and event participation targets and cross-departmental initiatives.
6. Oversees coordination of Pendle Hill's art exhibits, Chorus, Art Studio use and maintenance, and Library use and maintenance.
7. Holds direct responsibility for the online learning and worship experience at Pendle Hill. Oversees our online Learning Management System, trains relevant staff on its use and ensures good experiences for student and teacher users.
8. Teaches, facilitates, and leads groups as needed. Introduces speakers on occasion and welcomes some arriving groups.
9. Uses best practices for record keeping, office file management, and documentation retention. Revises and updates documentation templates (admissions, evaluation, etc.) as needed. Maintains accurate and accessible records regarding program reports, financials, and contracts.
10. Other duties as assigned.

REQUIRED QUALIFICATIONS:

- At least five years of experience providing educational programs for adults
- At least two years in a role which requires supervising of other staff.
- Advanced degree or equivalent experience in a related field.
- Demonstrated experience in successfully directing a Program team as well as ability to work independently.
- Experience with design, implementation and oversight of excellent educational curricula and programs with a focus on high quality process and outcomes.
- Familiarity with contemporary Quaker faith and practice.
- Experience setting up and administering online learning experiences, or equivalent transferable skill.
- 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.”
- Excellent communication skills – in person and in writing.
- Experience with setting, achieving, and helping others to achieve S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, Timely) goals.
- Confident and inclusive presentation, teaching, and facilitation style.
- Excellent organizational skills, and ability to maintain order and detail within a complex set of competing initiatives.

DESIRED QUALIFICATIONS:

- An appreciation for non-degree learning, and the transformative role that our study center can have for individuals as well as society.
- Experience with online learning platforms or educational software and applications such as Google, Zoom, WordPress, etc.
- Track record of supervision of staff in which some members work remotely, part-time, full-time, and/or residentially.
- Understanding of the adult education needs within the Religious Society of Friends.
- Experience with outreach to and recruitment of people and groups with attention to inclusion, equity, and difference.
- Favorable evaluations for teaching in adult learning environments.
- Experience with evaluation and assessment strategies and reporting.

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

1. A highly welcoming attitude and willingness to provide hospitality for members of, and all 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 for our mission, vision, and values.

TIME EXPECTATIONS: This is a full-time, exempt position. Working responsibilities will require frequent time outside of the Monday-Friday, 9AM-5PM hours, including attendance / leadership at regular evening lectures, and occasional weekend workshops or other commitments. 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: \$59,000 yearly compensation plus benefits including medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (10), the opportunity to obtain a Swarthmore College ID card, which enables access to the Swarthmore library and recreational facilities, the opportunity to take Pendle Hill courses for free, and a 20% discount at the Pendle Hill bookstore. Overall taxable compensation includes on-campus residence and board. Residence on the Pendle Hill campus may be required.

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, cover letter and statement on educational philosophy describing your qualifications, including how you heard about the position. (Resumes received without a cover letter will not be considered). Submit application materials to Eric Evans, 338 Plush Mill Road, Wallingford, PA 19086 or eevans@pendlehill.org. Please put Director of Education and your last name in the email subject line. Review of applications will begin on June 14, 2021 and continue until the position is filled, with an anticipated start date in August, 2021.