



# PENDLE HILL

A Quaker Study, Retreat, and Conference Center

338 Plush Mill Road  
Wallingford, PA 19086-6023  
610-566-4507 (worldwide)  
800-742-3150 (US)  
FAX 610-566-3679  
[www.pendlehill.org](http://www.pendlehill.org)

**September 2022**

**POSITION:** Education Coordinator

**REPORTS TO:** Director of Education

**POSITION SUMMARY:** The Education Coordinator (EC) is responsible for a range of educational programs that reflect Pendle Hill's mission and vision, serving the needs of Friends and other constituents. Our educational programs (Programs) include on-campus workshops of varying lengths as well as online learning programs.

The EC both envisions programs and coordinates their details in a timely and budget-conscious manner, such that: each program is strong and well-aligned in content and vision; the leaders are well prepared and in good relationship with Pendle Hill from initial contact through final wrap-up and payment of fees; the descriptions of programs are accurate and compelling; program participation meets goals; all efforts have been made to publicize them effectively; all details of recordkeeping, document improvement, communication, and data flow are accurate and up-to-date; interactions with all leaders, staff, and program participants are conducted warmly, professionally, and efficiently. The EC works collaboratively within the Education department and across departments to meet Education-specific and broader Pendle Hill goals.

**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:**

1. Solicits, receives, and acknowledges ideas for Programs from constituents, prospective Program leaders, and others. Conceives of Programs that are timely, meet the needs of constituents, and advance the mission and vision of Pendle Hill, recruiting leaders for those Programs. Seasons ideas for Programs with the Education Team and others (as appropriate).
2. In consultation with the Education Team, moves forward with a variety of Programs that reflect the above qualities from #1, as well as Pendle Hill's commitment to: serve a broad and inclusive community, host Program leaders from a range of backgrounds, and attract participants from a range of backgrounds.

3. Supports Programs in-person and online. Online program support may include leader training in Zoom skills, as well as in-session Zoom support for the Programs, occupying up to 10% of work time. Negotiates and executes clear written agreements with Program leaders within budget.
4. Schedules Programs using PH's campus-wide scheduling software.
5. Prepares accurate and compelling copy (course descriptions, brief leader biographies, leader headshots, and more) for use on website and in print material, sharing internally as relevant.
6. Monitors and reports program enrollment to identify Programs requiring additional promotion and those nearing participant limit.
7. Receives and acts on requests for scholarships to participate in Programs within budget parameters and in coordination with relevant staff. Monitors and maintains records of scholarship awards.
8. Elicits leaders' needs well in advance of Program and ensures that they are recorded and executed accurately, including any handouts, equipment, or other Program needs. Ensures that leaders are properly greeted and oriented upon arrival. Checks in with leaders during and after Program.
9. Supports Director of Education in collecting and analyzing Program evaluation data.
10. Ensures that leaders receive post-program follow-ups promptly including thanks for their work, payment, any reimbursements, evaluation forms, and any feedback. Gather and appropriately maintain necessary information or documents to facilitate this.
11. Participates in Budget Managers Meetings and Reports on budget lines related to Program income and expenditures. Ensures that costs stay within budget parameters.
12. Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. Experience in adult education and what makes an excellent program and an excellent presenter/leader.
2. Familiarity with, and appreciation of a wide range of thought and approaches to advance social justice and deepen Quaker faith and practice.
3. Highly organized – must have experience in project management and in creating impeccable recordkeeping and data tracking systems.
4. Confidence and comfort in carefully negotiating contracts with workshop leaders. Must have a warm and professional manner and be prepared to represent Pendle Hill in writing, in person, and on the phone.
5. Strong alignment with the processes and testimonies of the Religious Society of Friends (the Society) and an appreciation of how Pendle Hill contributes to the vitality and growth of the Society.
6. A keen sense of how the Programs further the mission, vision, and values of Pendle Hill.
7. Excellent communication and writing skills.

8. Experience and comfort with Microsoft Office Suite.

**DESIRED QUALIFICATIONS:**

1. Experience in facilitating groups and/or leading workshops.
2. Experience and comfort in creating content for and using Facebook, Twitter, and various social media for organizational purposes.
3. Proficiency in Zoom, including both meetings and webinars, with facility in all aspects of hosting and of participating from various devices.
4. Familiarity with basic AV equipment, e.g., monitors, LCD projectors, CD players, DVD players.

**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, exempt position. Out of respect for work-life balance, “full-time” at Pendle Hill is 37.5 hours per week, with 7.5-hour typical workdays. These 37.5 hours include evening and weekend hours in support of Programs, typically no more than one evening a week and one weekend a month. 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:** \$40,000 yearly salary plus benefits including: medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (11), and the opportunity to take Pendle Hill courses for free. Additional benefits include one meal a day from the Pendle Hill Kitchen (free to staff except for the tax), a 20% employee discount at the Pendle Hill Bookstore, free copies of all Pendle Hill pamphlets upon publication, a beautiful campus with walking trails and fellowship with people from around the world. Full time staff are eligible for competitively priced on-campus housing (depending on availability, and at Pendle Hill’s discretion).

**NONDISCRIMINATION POLICY:** Pendle Hill appoints individuals without discrimination on the basis of 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 a number of these categories are social constructs, not rooted in science. The aim is to be inclusive and affirming.

**Pendle Hill staff are required to be up to date with a vaccine against COVID-19**, except for those who cannot receive the vaccine for medical or religious reasons.

**BACKGROUND CHECKS:** Pendle Hill will conduct a background check for all candidates prior to hire.

**INTERESTED?** Please submit the following items to Hannah Mayer, at [hmayer@pendlehill.org](mailto:hmayer@pendlehill.org), with “Education Coordinator” and your last name in the email subject line:

1. a current resume,
2. a cover letter that includes how you heard about the position, why you want to be considered and your qualifications (applications received without a cover letter will not be considered)
3. and contact information for three references, at least two of whom are professional references.

Review of applications will begin on October 20, 2022 and continue until the position is filled, with an anticipated start date in November 2022.