



PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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July 2023

POSITION: Executive Assistant

REPORTS TO: Executive Director

GENERAL SUMMARY: The Executive Assistant (EA) is the “right hand” of the Executive Director (ED) – maintaining good order, confidentiality, a sense of humor, and aiding the ED’s workflow and workload as seamlessly as possible. Specific areas of support include phone and email communications; document-drafting or finalizing; coordination of events (including both for the Board and staff); and long-term status management of issues or items under consideration by the board or administration. The EA brings great written and verbal communication skills, often serving as the first point of contact with Board members, volunteers, and newcomers, maintaining an organized, welcoming environment for all. The EA serves as administrative support for the Board and Human Resources at the discretion of the Executive Director.

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:

Office and Executive Director Support

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, correspondence, and articles for publication on our website.
3. Arranges travel bookings, prepares itineraries and necessary materials for trips, tracking expenses and submitting receipts.
4. Provides support for Administrative Team meetings: prepares meeting agendas, takes notes, and prepares reports for staff meetings, tracks progress of items in partnership with Executive Director.
5. Drafts or finalizes correspondence or other writing, including document edits, layout and design as needed.
6. Collates staff reports to the Board for their business meetings. This includes coordinating submission timelines in partnership with the Executive Director, report formatting, editing, proofreading, and producing final copies.
7. Maintains clean and welcoming office areas in Director’s suite.

Board Support

1. Coordinates board meeting needs in advance, including registration for three Board meetings a year (this involves room and meal registration, meeting space assignments, and working closely with the Operations Department on all details) and collecting and sending board members advance documents for these meetings as needed. Completes the following support in advance of the board meeting at the discretion of the Executive Director:
 - a. Provides hard copies of advance documents to Board members as requested.
 - b. Provides administrative support to Board members as requested (including but not limited to copies, print jobs, travel reimbursements, technological assistance with their cloud drive and phone/online conferencing).
 - c. Prepares information binders for each Board meeting as directed.
2. Attends Board meeting sessions as needed to provide onsite assistance, serving as "Tech Host" for hybrid (online and in-person) meetings.
3. Collects signed Board conflict of interest forms for PH files (annually at the February meeting).
4. Ensures that current Board documentation (e.g. contact information, biographies, committee panels, etc.) is on the Board cloud drive and in the PH network's shared staff folder.
5. Creates back-ups of Board documents quarterly, archiving necessary Board documents annually.
6. Updates the "Board" page of the Pendle Hill website.
7. In concert with the Executive Director, provides staff support to the Governance and Nominating Committee, attending meetings as needed.

Human Resources Support

1. Maintains Executive Director's personnel files.
2. Supports the Executive Director's HR oversight and responsibilities, especially by serving as Hiring Manager, with responsibility for the following:
 - a. Maintaining and updating a list of job posting sites.
 - b. Orienting search conveners to their role and together determining proceedings of search (desired posting locations, search committee members, search process, delegation of tasks).
 - c. Posting job openings to appropriate sites, including on the "Employment" page of the Pendle Hill website.
 - d. Receiving applications and distributing them to search committee or search committee convener.
 - e. Preparing application documents and assessment materials as necessary.
 - f. Liaising with staff search committees.
 - g. Drafting letters of offer as needed.

General

1. Serves as the Pendle Hill archivist, submitting items to the archive annually, including any relevant board and staff documents, as well as historical items best suited for the archives.

2. Maintains files (including the staff org. chart and the staff phone directory, among others) and the shared staff drive, distinguishing active and archival files and processing accordingly.
3. Ensures that staff members with budget oversight sign the Conflict of Interest (COI) form annually. Maintains COI records.
4. Coordinates the planning and implementation of two annual staff retreats and the staff holiday party.

REQUIRED QUALIFICATIONS:

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

DESIRED QUALIFICATIONS:

8. Experience as an Administrative or Executive Assistant.
9. Experience working with volunteers.
10. Demonstrated skill with office organization and record-keeping.
11. Familiarity with Raiser's Edge or similar database.

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. Either a familiarity with Quakerism or a willingness to learn about it, as well as an appreciation for the role of Quakerism in the mission of Pendle Hill.
3. A commitment to abiding by all Pendle Hill policies, including maintaining a fragrance-free campus.

TIME EXPECTATIONS: This is a part-time, non-exempt position, which is not eligible for remote work. "Full-time" at Pendle Hill is 37.5 hours per week, with 7.5-hour typical workdays, not including a half-hour lunch break. This scales to all part-time positions, thus this 60% position works 22.5 hours per week. Hours will vary and include occasional evenings, early mornings, weekends, and holidays (with an alternate nearby day selected for observance of the paid holiday).

COMPENSATION AND BENEFITS: \$22.00 per hour compensation plus benefits including generous paid vacation days (20 days, with paid hours scaling to % of

employment), sick days (15 days, with paid hours scaling to % of employment), and holidays (11 with paid hours scaling to % of employment). Additionally, a retirement plan with 2% employer match is available to all those working more than 1000 hours per year, and there is 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, and a beautiful campus with walking trails and fellowship with people from around the world.

Pendle Hill staff are required to be fully vaccinated against COVID-19, except for those who cannot receive the vaccine for medical or religious reasons.