

## OFFICE COORDINATOR

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Approved 8/2000, Revised 9/2005, 5/2008, 10/2009, 10/2015

**Summary of Duties:** The Meeting's Office Coordinator maintains a presence at the Meetinghouse for a limited number of hours during the week, performs administrative and clerical duties of the Meeting, is responsible for scheduling volunteers for First Day duties, prepares the weekly announcement sheet, maintains the Meetinghouse calendar and provides property management duties for use of the Meetinghouse.

**Reports to:** Administration Committee Clerk of Personnel using the guidelines set forth in the AFM Personnel Procedures Manual.

### **Duties:**

#### **Meeting Office**

1. Posts and maintains daily weekday office hours at the Meetinghouse. Maintains Sunday office hours from 11:15 to 12:15 at least once a month.
2. Is a member of and attends monthly meetings of the Administration Committee, presents monthly office report and takes minutes.
3. Greets visitors to the Meetinghouse and answers questions (during office hours).
4. Maintains a list of social service agencies and refers persons requesting individual assistance to these agencies.
5. Collects and opens the mail and places it in folders for distribution to committees and individuals of the Meeting. If the mail appears to be urgent, contacts the recipient.
6. Answers telephone and email inquiries to the Meeting. Responds to questions and/or direct messages to the responsible meeting position using good judgment. Maintains Meeting correspondence.
7. Inventories and orders office supplies, paper and refuse supplies, and literature for the Greeting Room table and Welcome Packets as needed.
8. Collects meeting records as they are received and places them in folders for Archivist.
9. Completes the Meeting's annual corporation renewal with the State of Georgia.
10. Serves as primary point of contact for the Meeting's insurance company.
11. If possible, obtains license to serve as a Notary Public and offers notary services to Meeting members and attenders during office hours.
12. Contacts the Meetinghouse Clerk about problems with the facility and Landscaping Clerk about issues with the grounds. Arranges for immediate emergency repairs as needed.
13. Performs other duties as assigned by Administration Committee.

### **Volunteers**

14. Tracks and records First Day volunteer assignments using a volunteer sign-up process or volunteer resource list provided by Care and Counsel Committee.
15. Creates a monthly volunteer assignments calendar and notifies scheduled volunteers of their duties in a timely way.
16. Keeps track of changes in assignments when volunteers switch dates with each other.
17. Contacts volunteers weekly to remind them of assignments for the upcoming week. **Weekly**

### **Announcement Sheet**

18. Receives announcements, prepares and duplicates weekly announcement sheet for distribution on First Day. Sends an electronic version to the AFM listserv and posts a copy on the Meeting's website.

### **Property Management**

19. Maintains the master calendar for all Meetinghouse activities. Schedules Meetinghouse events on the calendar.
20. Receives requests to use the Meetinghouse. Assists individuals and groups seeking to use the Meetinghouse, showing them the facilities, informing them of availability, Meetinghouse policies, and costs.
21. Regularly reviews the calendar to ensure conflicting events have not been scheduled. Resolves conflicting demands for Meetinghouse use with the assistance of the Administration Committee when necessary.
22. Follows up on inquiries from prospective long term rentals and brings this information to the Administration Committee. Prepares long-term rental agreements and reviews them in discussion with the Clerk of Administration. Checks with the tenant before the expiration of a long-term rental to see if the group is planning to continue and, if so, prepares a revised rental agreement as needed.
23. Orients new Renters using the Meetinghouse for the first time. This may require meeting with groups, orienting them to the facility, reviewing policies for use of the Meetinghouse and explaining procedures including the alarm system.
24. Tracks rental payments and follows up on late payments. Issues receipts and grants release of deposits. Informs the Bookkeeper regarding the disposition of deposits. Keeps the Administration Committee informed of late payments and other irregularities.
25. Serves as on-site representative of the Meeting during office hours and is empowered by the Meeting to ensure terms of rental agreements are followed.
26. Serves as resource and contact person for groups that regularly use the building. Provides feedback to group representatives(s) and the Administration Committee as concerns arise.
27. Arranges for the Meetinghouse to be opened and closed for renters.
28. Maintains a master list of keyholders. Issues keys to new keyholders and receives returned keys.

29. Communicates and coordinates building schedule with both Friend in Residence and Custodian.

**Hours:**

The Office Coordinator is a paid part-time position working an average of 20 hours per week. Regular office hours are established and reviewed by Administration Committee. Coverage during reasonable absences is provided.

**Qualifications:**

1. Demonstrated secretarial or clerical skills and organizational ability. The office coordinator maintains records to assist the orderly operation of the meeting.
2. Computer skills including word processing, cloud computing, mail merge and basic hardware troubleshooting as necessary for email, volunteer coordination, building scheduling, and the weekly announcement sheet.
3. Experience in calendar scheduling and property management.
4. Ability to work independently with little direct supervision. Patience and tolerance of ambiguity.
5. Positive attitude and outgoing personality. Experience working with volunteers and tactfully setting limits.
6. Must quickly become proficient in answering questions regarding Quakers, this Meeting, and its activities. A background with Quakers and/or active involvement in the Atlanta Friends Meeting is highly desirable.

**Benefits:**

1. Four hours per month paid time off. Reset each calendar year with no carryover.
2. Limited assistance purchasing health care insurance, if needed.