

## Job Description Coordinator of North American Ministries

The Coordinator of North American Ministries will coordinate and provide administrative oversight for FUM's programs that strengthen the ministries, congregational health, and spiritual vitality of North American members.

Part-time: 25-28 hours per week

- Partner with North American superintendents, secretaries, clerks, and other Friends leaders to
  - Promote common ministry opportunities
  - Address ministry concerns
  - Consult on available resources
  - Build connection and community among Friends leaders
  
- Work with the FUM staff team and board members to coordinate FUM's North American consultation, leadership development, and spiritual life programs.
  - Coordinate the *Flourishing Friends* initiatives to equip congregational leaders and inspire new congregational life
  - Coordinate *Unleashing the Power* initiatives by providing regional workshops and webinars to empower Friends' communities
  - Coordinate FUM's African Friends in North America initiatives
  - Coordinate *Stoking the Fire*, an annual spiritual retreat
  
- Responsibilities
  - Attend weekly staff meetings and monthly international staff meetings
  - Work with the Coordinator of Global Ministries to host the monthly International Prayer Gathering
  - Participate in the *Quaker Life* and e-news editorial teams
  - Participate in and prepare reports for FUM board meetings
  - Be the staff resource person for North American ministries committees (e.g., African Friends in North America, *Stoking the Fire*)
  - Speak at Friends' conferences, gatherings, and retreats (on limited occasions)
  - Undertake other relevant tasks and responsibilities as assigned by the General Secretary
  
- Accountability
  - The Coordinator of North American Ministries will report directly to the General Secretary and collaborate with North American ministries committees.

## Announcement

### **Employment Opportunity: Coordinator of North American Ministries**

Friends United Meeting (FUM) is searching for a Coordinator of North American Ministries to work closely with the staff team, board committees, and Friends leaders to coordinate FUM's programs to support the congregational health and spiritual vitality of North American members. While a candidate who can work from FUM's office in Richmond is most desired, we will also consider applications from those who live outside the region and are open to remote work.

### **A successful candidate will have the following qualities, gifts, or experiences:**

- Possess administrative and organizational abilities
- Have strong writing and verbal communication skills
- Have computer competencies (e.g., MS Office, data, videoconferencing, social media)
- Have program management experience, including coordinating schedules, personnel, and budgets
- Be knowledgeable of the FUM community and Friends at-large
- Be available for limited travel
- Be a team player
- Be able to work collaboratively with a diverse group of Friends
- Be willing to work in support of FUM's mission and ministry priorities

### **Hours:**

- Part-time. 25-28 hours per week

### **Compensation:**

- \$17 to \$22 per hour as determined by experience
- Paid vacation, sick, and holiday leave

Interested candidates should send resumes and cover letters by mail or e-mail. Please indicate why you are interested in this position. Mail to: Friends United Meeting, Attn: Kelly Kellum, 101 Quaker Hill Dr, Richmond IN 47374; e-mail: [kellyk@fum.org](mailto:kellyk@fum.org) with Subject: Coordinator of NA Ministries.

### **Mission Statement**

*Friends United Meeting  
commits itself to energize  
and equip Friends through  
the power of the Holy  
Spirit to gather people into  
fellowships where Jesus  
Christ is known, loved, and  
obeyed as Teacher and Lord.*