

Hearthkeeper Job Description – 2022

Approved at Meeting for Business July 10, 2022

General:

The Hearthkeeper is a regular paid part-time employee of the Meeting with administrative, outreach and website responsibilities. The Hearthkeeper is familiar with the faith and practice of Quakers, is ideally part of our Meeting community, responds to phone inquiries about Friends, facilitates communications with the Quaker community and maintains three websites. The Hearthkeeper is an hourly employee and is not exempt from wage and hour laws.

The Hearthkeeper is supervised by one of the Meeting Co-clerks or someone designated by them. A Hearthkeeper Committee comprised of one of the members of Finance Committee, Upkeep Committee, Outreach Committee, a member at large and a Meeting Co-clerk. The committee meets twice a year generally in January and June-July to review the Hearthkeeper's performance and to review terms of employment and compensation. The committee also convenes as needed to support the Hearthkeeper to address issues that span committees. Any member of the Hearthkeeper Committee can initiate a meeting of the committee.

The Hearthkeeper works with and supports a number of people and committees. The Hearthkeeper is a face of our Meeting to the community. The supervisor provides moral support, guidance as needed. The supervisor is the person to whom Meeting community members take questions and concerns about the Hearthkeeper work. The supervisor signs time sheets and forwards them to the Treasurer. The Hearthkeeper works directly with committees. Specifically, the Upkeep Committee works with the Hearthkeeper concerning building maintenance and scheduling use and the Hearthkeeper attends its meetings as an *ex officio* member. Questions about the Hearthkeeper duties go to the supervisor. The Clerk interprets Meeting policy and provides direction about representing the Meeting to the public.

A separate individual or entity will be responsible for rentals of the Meetinghouse; they will work with the Hearthkeeper to coordinate schedules and equipment use and the website.

Outline of Specific Duties

Communications and Outreach

- Check phone messages at least 3x/week and respond
- Monitor listserv, apply guidelines, at least 3x/week
- Emails: check at least 3x/week, forward as needed, respond as needed
- Provide information to inquirers about Quakers
- Liaise with Outreach Committee
- Final edit of newsletter
- Produce weekly bulletin each Friday with zoom links and calendar
- Zoom host as needed

-

Websites and Directory management

- Update calendars for members and for public on website weekly
- Update Meeting directory and liaise with NPYM Secretary
- Update both public and private Facebook groups
- Update content on website
- Maintain Olympia Meeting and FUST [Friends Uganda Safe Transport] websites
- Assist maintaining Priest Point Meetinghouse website with rental manager

General Office Administration

- Coordinate with committee clerks to provide zoom links
- Copy/collate/staple monthly newsletter
- Check Meetinghouse at least once per week
- Order/buy supplies and literature handouts as needed
- Check Paypal 2x/week
- Keep software registrations current
- Maintain office hours on-site one half day weekly, work from home or the Meeting House for other hours – your preference
- Pick up and distribute mail weekly
- General tasks and communications
- Meet Hearthkeeper Committee 2x/year
- Maintain close relationship with supervisor

Building management

- Maintain website calendar of usage
- Coordinate with rental manager
- Weekly check of building for security, orderliness, fill paper towel and bath tissue dispensers as needed, general tidying up
- Maintain stocks of supplies for kitchen, bathrooms, office and cleaning
- Open building for meter readers, inspectors and contractors
- Respond to building emergencies
- Submit all expense receipts to the Treasurer for reimbursement as needed
- Liaise with Upkeep Committee
- Control heating schedule with phone app
- Liaise with Rental Manager

Required qualifications

- Willing to become familiar with Quaker values and structure
- Reliability about showing up and following up
- Willingness to be accountable to the supervisor and Hearthkeeper Committee
- Positive demeanor and good people skills, tact and discretion
- Have reliable transportation, Meeting House is 2+ miles from nearest bus stop

- Proficiency in Word and Excel and ability to produce spreadsheets, newsletters and labels. Proficiency with Publisher helpful.
- Familiarity with updating websites based on Wordpress
- Able to represent Olympia Meeting on the telephone and by email
- Experience with problem solving

Desired qualifications

- Experience with database management
- Member or regular attender of a Friends Meeting

Other information:

The position generally involves some activity three to five days per week, checking email, listserv and phone messages on days when explicit hours are not identified. Ideally, the Hearthkeeper must establish a regular time to be available each week at the Meetinghouse. Times are flexible. The monthly time commitment is generally 35-45 hours per month. Timesheets are required in order to be paid each month. The Hearthkeeper is an employee paid at the rate of \$20 per hour, negotiable depending on experience. Annually, there is an allowance for paid time off for vacation and sick leave of 40 hours, accrued monthly.

How to apply

Applicants are asked to submit a letter of interest to jobs@olympiafriends.org describing how their skills and life experience apply to the qualifications required and skills needed for this position. In addition, three [3] references are required, preferably from those familiar with the applicant's skills and experience that relate to this position. The position is open until filled with the first review on August 1.