

# **Administrative/Communications Coordinator**

**Reports to:** Administrative Oversight Committee As A Whole  
**(Resumes must be submitted by Saturday April 18th to Erin Mintmier, at [emintmier@gmail.com](mailto:emintmier@gmail.com))**

## **Position Summary**

The Administrative/Communications Coordinator serves as the central hub for all Yearly Meeting communications and administrative operations. This role ensures consistent, accurate, and timely messaging across committees, meetings, and external platforms. The Coordinator also provides direct administrative support to Yearly Meeting staff and committees, while representing the Yearly Meeting through professional outreach and communication.

## **Essential Duties and Responsibilities**

- Maintain and update communications lists for all committees, meetings, and Yearly Meeting functions.
- Manage digital platforms, including social media (Facebook, Instagram) and the website, ensuring content is accurate, current, and engaging.
- Draft, edit, and distribute communications such as e-newsletters, paper newsletters, meeting minutes, reminders, advertisements, administrative handbook updates, and other publications.
- Maintain and regularly publish the Yearly Meeting calendar, including web-based updates.
- Manage and maintain the Yearly Meeting directory of contact information for all committees and meetings.
- Attend and provide administrative support at all Yearly Meeting events, including Representative Body, Mid-Year Gathering, and Annual Sessions.
- Serve as liaison with the NCYM Inc. Administrator for budgetary updates, announcements, and other shared communications.
- Maintain regular communication with Yearly Meeting and local meeting leaders.
- Perform additional administrative and communications duties as assigned.

## **Minimum Qualifications**

- A demonstrated faith in Jesus Christ and alignment with Biblical Truth.
- Significant familiarity with Quaker business practices and documentation methods.
- Documented experience in office management, communications, or a related administrative role.
- Strong written and verbal communication skills.
- High attention to detail with ability to manage multiple tasks effectively.
- Ability to work independently with minimal supervision.
- Proficiency in publishing and managing social media content (Facebook, Instagram).
- Commitment to confidentiality and discretion

## **Schedule & Compensation**

- **Hours:** Three-quarter time (approximately 30 hours per week).
- **Employment Type:** W-2 employee.
- **Worksite:** Remote.
- **Compensation:** Annual salary plus reimbursement for approved office supplies, technology costs, and mileage (with documentation and AOC approval).
- **Evaluation:** Annual performance review conducted by the Administrative Oversight Committee.

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