

# Baltimore Yearly Meeting

*of the Religious Society of Friends*  
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August 21, 2009

Dear applicant,

Enclosed is the job description for Baltimore Yearly Meeting's Administrative Assistant position. We would also like to describe the Yearly Meeting and some job details in this letter.

This position requires a daily presence at the main office in Sandy Spring, MD. Also in the office regularly are the General Secretary, the Development Director and the Comptroller. Other staff members are present at different times of the week. Occasional weekend and evening travel and work are required, including providing support on campus at Annual Session from Sunday through Sunday around the first week in August. Support is also required for Interim Meeting Day on one Saturday each in October, March and June. Also required is attendance at Program Committee meetings, usually held on Sunday afternoons approximately five times a year. These meetings are held at various locations around the Baltimore Yearly Meeting area, and can sometimes require an overnight stay.

The Yearly Meeting consists of more than 4800 Friends (Quakers) organized into 40 Monthly Meetings and 12 Preparative Meetings, Indulged Meetings, or worship groups in Maryland, Virginia, Pennsylvania, West Virginia, and the District of Columbia. The Yearly Meeting office exists to serve the needs of individual members and local Monthly Meetings (comparable to congregations) while also supporting Yearly Meeting programs agreed upon by the Yearly Meeting or Interim Meeting in session. The Yearly Meeting has an annual budget of approximately \$1.6 million.

Baltimore Yearly Meeting places a high priority on youth activities, including summer religious education in an outdoor setting (i.e. camping programs). Members of the Yearly Meeting believe that youth activities both contribute to the growth and prepare for the future of the Yearly Meeting. Three employees in the Yearly Meeting -- a Youth Secretary, a Camp Program Secretary, and a Camp Property Manager -- devote their energy to youth activities or to camp properties.

Baltimore Yearly Meeting also offers adults opportunities to deepen their religious experiences and understanding through retreats, workshops, and other events. In 2008, these programs included: two spiritual formation program retreats, a women's retreat, two silent retreats, and a retreat and orientation session for adults working with Young Friends or Junior Young Friends.

The business of the Yearly Meeting is conducted at three Interim Meeting sessions and the Annual Session. Nineteen standing committees and several ad hoc committees and working groups carry out the programs and activities of the Yearly Meeting. Friends work together for

public witness in such areas as peace and conflict resolution, criminal and restorative justice, care for the earth, education, gender and sexual diversity, Indian affairs, eradicating racism, and other areas of peace and social concerns.

Committees meet in Worship with Concern for Business, carrying out the governance responsibilities over their specific areas of concern for the Yearly Meeting. They also may carry out work that is not delegated to staff. Staff and committees work in a confessional manner, sharing and respecting the skills and experience of all present.

**Deadline for Application**

Applications are to be received before September 15, 2009, but will be accepted until the position is filled.

**To Apply**

The Yearly Meeting offers a competitive salary that will be commensurate with experience as well as employee benefits. For more information or to apply, visit our web page. Please submit your Resume/CV, a cover letter, permission to do a background check, and contact information for three references to Riley Robinson at [applications@bym-rsf.org](mailto:applications@bym-rsf.org). Qualified candidates will be contacted by phone or e-mail.

In Friendship,

Riley Robinson  
General Secretary

**Baltimore Yearly Meeting Position Description**  
**Administrative Assistant**

**Reports to:** General Secretary  
**FLSA Status:** Non-Exempt  
**Approved By:** Supervisory Committee, 05/28/09

**SUMMARY:** The Administrative Assistant provides essential administrative support to the BYM staff, officers, and committees and maintains important communication links with BYM Monthly Meetings, individual members and related organizations. Currently BYM has nine year-round staff members, approximately 29 committees and work groups, approximately 55 Monthly Meetings and worship groups and nearly 4,800 individual members. In particular, the Administrative Assistant's work includes editing and formatting publications, database work, and registration services for conferences. The Administrative Assistant has daily telephone and email contact with BYM members, committee clerks, and the public. The Administrative Assistant reports to and is directly supervised by the General Secretary. In coordination with the General Secretary, the Administrative Assistant may direct the work of part-time office assistants.

**DUTIES AND RESPONSIBILITIES** include the following:

- Assists and supports office staff in their areas of work.
- Aids the General Secretary by
  - producing the Yearbook of approximately 275 pages
  - making approved changes to the Manual of Procedure
  - producing and mailing the *Interchange* newsletter three times a year
  - preparing announcements and informational mailings for Monthly Meetings and committee clerks
- Aids the Camp Program Secretary by
  - referring inquiries
  - producing and mailing the annual *Firecircle* newsletter
- Aids the Camp Property Manager by
  - assisting in off-season property rentals and maintaining up-to-date information in the rental database
- Aids the Youth Secretary by
  - assisting as needed with the handling of registration for Junior Young Friends (JYF) and Young Friends (YF) conferences
  - producing the *BYFN* newsletter online and mailing hard copies to Monthly Meetings and those who request them
  - mailing the *JYFN* newsletter
  - maintaining the JYF and YF database
- Aids the Development Director by
  - maintaining donor contribution records in the database
  - sending out thank you notes to donors
- Aids the Annual Session Registrar by
  - maintaining the advance registration database and working onsite with registration
  - sending out registration confirmation packets, preparing labels and onsite information packets

## **OTHER DUTIES AND RESPONSIBILITIES:**

- Serves as the membership recorder, maintains the BYM membership database and mailing lists, handles daily phone coverage and correspondence, maintains files, orders office supplies and postage, opens and distributes mail
- Updates and maintains the collection of Monthly Meeting directories
- Maintains and updates the Yearly Meeting calendars and schedules
- Produces and distributes, as necessary, informational materials for Interim Meeting and Yearly Meeting
- Handles confidential information on behalf of the General Secretary and protects the confidentiality of confidential information
- Handles inquiries and sales for BYM publications
- May request repairs of office equipment, such as the copy machine
- Maintains documents describing general office information and procedures
- Maintains up-to-date documents describing procedures specific to the Administrative Assistant position
- Attends and provides office staff support at Yearly Meeting Annual Session
- Performs other duties as assigned

**QUALIFICATIONS:** The Administrative Assistant must be a self-starter and be willing to work with minimal oversight or guidance. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. He/she should be well versed in computers; experience in word processing, spreadsheets, and database management is essential. Knowledge of desktop publishing is essential. Knowledge of Quaker faith and practice and business process is needed. A background check conducted by BYM is required for employment.

**SALARY AND BENEFITS:** Baltimore Yearly Meeting endeavors to provide salaries and benefits in line with those of other non-profit positions in the Washington metropolitan area. The salary for this position is commensurate with qualifications and experience. Benefits include: health and dental coverage; long-term disability insurance; term life insurance; eleven paid holidays; annual, personal, medical, maternity/paternity and adoption, and sabbatical leaves; retirement contribution.

**NON-DISCRIMINATION:** Baltimore Yearly Meeting, as a spiritual community, seeks to welcome all in participation of programs and in employment. The Yearly Meeting is an equal opportunity employer and does not discriminate in hiring based on race, gender, sexual orientation, disability, marital status, age, or national origin.

**PHYSICAL DEMANDS:** The physical demands of the position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some weekend and overnight travel is required.

**WORK ENVIRONMENT:** Baltimore Yearly Meeting has a relatively small staff and depends heavily upon volunteers and committee members to accomplish its work. Staff members are expected to work cooperatively with volunteers and committee members.

The BYM office building and grounds are smoke, drug, alcohol and weapon free.

This document describes the position currently available. It is not an employment contract. Baltimore Yearly Meeting reserves the right to modify job duties or job descriptions at any time.