



## 2022 Job Vacancy Operations Coordinator

**Stony Run Friends Meeting, Baltimore, Maryland, is hiring an Operations Coordinator.**

The Operations Coordinator will support the work of Stony Run's volunteer committees and working groups and help connect us to the wider, diverse Baltimore community. The ideal candidate will have strong interpersonal skills. They will bring technical, non-profit financial, and organizational skills to creatively communicate and distribute Meeting news, publicize events, track membership, record donations and expenditures with the Meeting's bookkeeper, update the website, and maintain historical documents.

The Operations Coordinator will collaborate with the Facilitator to support our social justice efforts, to diversify and grow the Meeting, to expand religious education for all age groups particularly young families, and to help our community welcome people newly interested in Quakerism and Stony Run.

The Operations Coordinator position is full-time, exempt (37.5 hours per week), which may include evenings, and weekends. The proposed salary range is \$54,000 - \$58,000 annually. The Operations Coordinator will work under the supervision of the Committee for Support and Supervision.

### **Skills and Qualifications**

- **Interpersonal skills:** Emphathetic problem solver. Ability to convey information clearly and accurately.
- **Technical skills:** Tech-savy using Microsoft and social media for marketing and promotion.
- **Organizational skills:** Ability to prioritize and meet deadlines. Keen eye for detail.
- Familiarity with the Religious Society of Friends and the Quaker process a plus.

We do not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, disability, marital, or veteran status.

Click [HERE](#) for the full job description. Or visit our website at: [Stonyrunfriends.org](http://Stonyrunfriends.org) Select About Stony Run, and scroll down for the description.

For more information about the position and to apply please visit (link) and apply before April 30, 2022. Promising candidates will be invited for an interview. All applicants will be notified of our decision by May 31.

