

JOB ANNOUNCEMENT
BALTIMORE YEARLY MEETING
ADMINISTRATIVE ASSISTANT

Baltimore Yearly Meeting of the Religious Society of Friends (Quakers) is seeking applicants to fill the position of Administrative Assistant. This is a full time non-exempt position with some evening and weekend requirements.

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.

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 or interns.

Baltimore Yearly Meeting consists of more than 4800 Friends organized into 40 Monthly Meetings and 12 Preparative Meetings, Indulged Meetings, or worship groups stretching from southwestern Virginia to central Pennsylvania. BYM focuses strongly on youth activities, including spirituality in nature through camping programs. BYM also offers adults opportunities to deepen their religious understanding through retreats, workshops, and other events.

BYM does not discriminate on the basis of race, gender, national or ethnic origin, disability, or sexual orientation. The job description is posted at: <http://bym-rsf.org>. All applications require submission of resume, cover letter and three references and permission to do background check. Please send to: applications@bym-rsf.org.

Please address the cover letter to the office:

Baltimore Yearly Meeting Office
Attn: Riley Robinson
17100 Quaker Lane
Sandy Spring MD 20860

Applications are to be received before September 15, 2009, but will be accepted until the position is filled. Our goal is to fill the position before October 15, 2009. A draft job description is available at www.bym-rsf.org.