



# PENDLE HILL

A QUAKER STUDY, RETREAT & CONFERENCE CENTER

338 Plush Mill Road  
Wallingford, PA  
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www.pendlehill.org

**POSITION:** Administrative Assistant, Office of the Executive Director  
Part time (80%), five-day position

**REPORTS TO:** Executive Director

**SUPERVISES:** N/A

## **GENERAL SUMMARY:**

The assistant to the Executive Director supports the Executive Director in a variety of ways: coordination of activities, office maintenance tasks including phone and email communications; document preparation, storage and retrieval; and maintenance of an organized, welcoming environment. The assistant also interacts with the Board as needed, coordinates our volunteer placements, and provides some support for filling job openings at Pendle Hill.

The assistant to the Executive Director is the “right hand” of the Director – maintaining good order, confidentiality, a sense of humor, and a high degree of organization. Additionally, the assistant brings great communication skills, often serving as the first point of contact with Board members, volunteers, and newcomers.

**WORKING ENVIRONMENT:** Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill offers residential and commuter study programs, weekend workshops and retreats, consultations, scholarship opportunities, publications, bookstore, and conference space on our beautiful 23-acre campus.

## **DUTIES AND RESPONSIBILITIES:**

### Provide Administrative Support to Executive Director

1. Maintains strict discretion on personnel matters and other confidential areas of work.
2. Supports Executive Director with incoming and outgoing communications, including email, phone, and correspondence.
3. Arranges travel bookings, prepares itineraries and necessary materials for trips or visitations, tracks travel expenses and submits receipts for expenses.
4. Assists with recording notes in databases and on calendars.
5. Creates and maintains personnel files and coordinates certain all-staff forms (e.g. Conflict of Interest), and updates organizational charts.

6. Maintains the combined calendar of Pendle Hill, Board, and Administrative Team monthly activities.
7. Tracks important events and dates for awareness and scheduling.
8. As directed by the Executive Director, provides support to the Administrative Team; prepares meeting agendas, records meeting notes, collects materials, liaises with staff clerk, etc.
9. Prepares the staff reports to the Board three times yearly (October, February, July) from materials provided by Administrative Team members. This includes report formatting, editing, proofreading, fact checking, and producing final copies.
10. Maintains attractive and welcoming reception and office areas in Director's suite.

#### Pendle Hill Board

1. Coordinate registration details and meeting requirements for three Board meetings a year. This includes room assignments, meal registration, meeting space assignments, meeting needs, and working closely with the Operations Department on all details.
2. Attends Board meeting sessions to provide onsite assistance.
3. Collects signed Board forms and keeps them on file.
4. Ensures that current documentation (e.g. contact information, bios, and committee panels) are in the network's shared staff folder.
5. At the direction of the Executive Director, uploads documents to the Board's cloud storage. Creates back-ups of Board documents.
6. Coordinates messages of welcome and appreciation for incoming and outgoing Board members.

#### HR Responsibilities

1. Maintains and updates a list of job posting sites.
2. Posts job openings to appropriate sites, receives and distributes applications, communicates with applicants.

#### General

1. Updates and organizes all files in the Director's and Assistant's offices, distinguishing active and archival files and processing accordingly.
2. Maintains a desk manual for the Assistant to the Director position documenting office procedures.
3. Maintains the Staff Calendar, which includes staff vacations, holidays, program beginnings and endings, dates of Quaker organizations' gatherings, and any other regularly occurring campus meetings or events.
4. Other duties as requested.

#### Volunteer Coordination

1. Seeks volunteer opportunities from staff and departments and ensures the opportunities are posted on the Pendle Hill website and included in the E-newsletter.

2. Communicates with potential volunteers and provides application documents.
3. Conducts orientation sessions.
4. Maintains relevant documents and forms, updating as necessary.
5. Tracks volunteer hours, including board member hours, for the annual audit.

**QUALIFICATIONS:**

1. Excellent organizational, interpersonal, writing, and telephone skills.
2. Excellent proofreading and editing skills.
3. Experience providing administrative or office support.
4. Proficiency with computer programs, particularly the Microsoft Office Suite (Word and Excel essential).
5. Great time management, with an eye for details and commitment to meeting all deadlines.
6. Good judgment and discretion in handling confidential or sensitive matters. Presents a professional demeanor.
7. Ability to work with minimal supervision.
8. A welcoming and inclusive attitude toward members of, and visitors to, the Pendle Hill community.
9. Familiarity with Quaker faith and practices, and/or a willingness to gain and deepen such knowledge. Openness to a wide range of spiritual beliefs and backgrounds.
10. Appreciation for the role of Quakerism in the mission of Pendle Hill.  
*Please see our mission, vision, and value statements as part of familiarizing yourself with Pendle Hill.*

**TIME EXPECTATIONS:**

This is a part-time (80%) nonexempt position. The time expectation is five days a week, usually six hours a day, for a total of 30 hours.

**COMPENSATION AND BENEFITS:**

Compensation includes hourly wage (and the option of some meals) as part of taxable compensation. Paid vacation, sick days, and holidays are included on a pro-rated basis. This 80% time position is eligible for health, dental, and vision benefits, and employees who work at least 1,000 hours per fiscal year may participate in Pendle Hill's retirement plan.

**NONDISCRIMINATION POLICY:**

Pendle Hill encourages the participation of all and seeks to appoint to its staff individuals of diverse backgrounds and to do so without discrimination on the basis of gender, religion, race, color, age, sexual orientation, disability, national origin or any other category protected by law.

**BACKGROUND CHECKS:**

Pendle Hill will conduct a background check for all candidates prior to hire.

**INTERESTED?** Please submit a current resume; contact information for three references, two of which are people who have supervised your work (we will not contact your references without checking with you first); and a cover letter describing your qualifications, including how you heard about the position, to Sandy Horne at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or shorne@pendlehill.org. Please put Administrative Assistant and your last name in the email subject line.

Review of applicants will begin at 10:00 a.m. on November 21, 2014, and continue until the position is filled, with an anticipated start date of early January 2015 (flexible).