



NEW ENGLAND YEARLY MEETING OF FRIENDS QUAKERS

New England ARCH Coordinator Job Description

Approved May 26, 2022

Overview

New England Yearly Meeting of Friends (Quakers) is partnering with New York Yearly Meeting to integrate with the Aging Resources Consultation and Help (ARCH) Program by developing a New England-based extension of the program to serve New England Friends. We are now seeking a Friend to serve as the New England ARCH Coordinator to lead this effort.

Through the facilitation of learning opportunities, workshops, and forums, the curation of resources, as well as direct visitation, accompaniment and referrals, the New England ARCH Coordinator will foster and equip a community of practice of Quakers in New England responding to both spiritual and logistical aging-related concerns in their local meetings and families.

ARCH Coordinators work primarily with Friends who participate in the ARCH Network, and older f/Friends in their region or area of focus to connect those with concerns related to growing older with care resources. ARCH Coordinators serve as a primary (though not exclusive) **support and contact for the volunteer ARCH Network and meetings in their area** regarding aging concerns. **This is a part time/temporary position, averaging approximately 15-20 hours a month.**

Supervision/Oversight

The New England ARCH Coordinator will work under the direction of the ARCH Director (an employee of New York Yearly Meeting), collaborating regularly with NEYM program and communications staff, other NEYM leadership accompanying local meetings, ARCH Coordinators in other regions, and participants in the ARCH Network.

With guidance from the Search Committee, the New England ARCH Coordinator is hired by the New England Yearly Meeting Secretary, who holds ultimate responsibility for all NEYM staff.

Hours and Work Site

This is a part-time position averaging 15-20 hours per month. Hours are highly flexible but do involve evening and weekend commitments. The Coordinator is expected to occasionally attend meetings and events at sites throughout New England as planned and to be available and responsive by phone, Zoom and email at least once per week.

Qualifications

Coordinators have a meaningful relationship to the Religious Society of Friends with a strong **understanding of Quaker faith and practice** established through experience. These Friends have strong **verbal and written communications skills**, and should be comfortable **working with groups**. They should also be skilled at **supporting and investing the gifts and energies of others**, be **personable**, have a firm grasp on current **electronic communication technologies**,

demonstrate an ability to **maintain organized records**, and be responsively and proactively **communicative**.

For many this work may be a ministry related to their personal call. Coordinators have a heart for the work of attending to our growing older. Through their work they meaningfully contribute to the goal of **supporting vibrant multi-generational meeting communities that nurture Friends of all ages**.

Responsibilities

1. **Facilitate spiritual and material care connections for older Friends.** Coordinators are a conduit for referrals between those with aging related care needs, and Friends in their area. This may involve phone and email coordination, and may also include joint visits or initial assessments. Coordinators are familiar with the resources particular to the New England region and available to Friends more broadly. Coordinators are a support to members of the ARCH Network in their ministry, and may meet as needed with Friends to review cases or concerns.
2. **Build the New England wing of the ARCH Network.** This includes working with NEYM staff and leadership to identify and recruit potential workshop participants as well as planning and co-facilitating learning/enrichment opportunities for New England Friends.
3. **Integrate ARCH Network Participants and Monthly Meetings.** Coordinators communicate as appropriate with ministry & counsel and/or pastoral care committees of meetings in their region or area of focus to facilitate connections and collaboration with members of the ARCH Network. Coordinators work with meetings to schedule and plan workshops, events, outreach opportunities, and informal conversations to deepen connections and intimacy among f/Friends around aging concerns. This involves periodic travel to other meetings and regional gatherings.
4. **Maintain communication** with present & potential ARCH Network participants, ARCH staff, and New England Yearly Meeting staff & leaders via phone, video, email, and as appropriate in-person. Professional standards of communication will be maintained and phone calls and emails regarding ARCH work returned within one week unless a planned absence is coordinated with the ARCH Director in advance.

Accountability

Coordinators serving in these positions will:

1. Be accountable to the ARCH Program and NEYM through the ARCH Director and Yearly Meeting Secretary.
2. Be familiar with NEYM's policies and procedures.
3. Communicate regularly with the ARCH Director.
4. Submit time sheets, expense reports, and other record keeping in a timely fashion.
5. Participate in periodic performance evaluations.

Compensation

This is a 12 month grant-funded position paying \$24 per hour for up to 20 hours of service per month. We hope and expect funds will become available to maintain this position after this initial experimental year.

