



NEW ENGLAND
YEARLY MEETING
OF FRIENDS
QUAKERS

Sessions Office Assistant

Primary Function

The Sessions Office Assistant provides support to the Sessions Office Manager, including typing, entering data, printing and collating documents, running errands, answering telephones, and otherwise helping to meet the logistical and administrative support needs of NEYM programs, committees and staff during the time that the office is operating at Annual Sessions.

Hours and Work Site

This is a short-term volunteer position during the period leading up to and during NEYM Annual Sessions. This position begins at the time the office relocates to the site of Sessions. The Office Assistant is expected to be present in the Sessions office as needed and to be available on call by phone, text and email. The position concludes when the office has been returned to the year-round site in Worcester.

Supervision & Oversight

The Office Assistant is supervised by the Office Manager and works closely with other staff and volunteer leadership as needed.

Qualifications

Strong clerical, computer and communication skills, experience with databases, and with Microsoft Office, including Excel. Must bring a keen attention to detail, and be able both to closely follow direction and take initiative to work independently when needed.

Strong problem-solving skills and an ability to maintain a grounded perspective under pressure are key, as is a willingness to communicate clearly when instructions are not clear or when additional support or direction is needed. The candidate should be able to walk easily and quickly and be able to lift 25 to 30 pounds.

Functions & Tasks

- Respond to general informational inquiries by phone and email
- As appropriate, forward requests received to relevant staff or NEYM leadership for follow-up
- Support informational and other needs of NEYM committee clerks and working groups as assigned/planned
- Assist with production and distribution of printed documents as assigned

- Prepare database reports as needed
- Encourage and contribute to a responsive, flexible, prayerful & effective staff team

Stipend

The Sessions Office Assistant receives a room-and-board waiver and a modest stipend.