

JOB DESCRIPTION: QuEST Program Director

The primary goal of this position is to administer the Quaker Experiential Service & Training (QuEST) program. The program provides Quaker and non-Quaker Fellows with: quality, year-long positions at local social change and social service organizations; supplemental training to empower Fellows in their work for social change and social service; and an intentional, residential community where Fellows can receive support, practice community-building skills, and live simply.

The QuEST Program Director is responsible for administering and implementing the program with the support of the QuEST Committee, a group of volunteers from the University Friends Meeting and South Seattle Friends Meeting of the Religious Society of Friends (Quakers).

With the support of the QuEST Committee, duties include :

1. Administer the program
 - Create and monitor the budget, maintain financial records, pay bills
 - Write program materials, maintain minutes and files
 - Work with the QuEST Committee to evaluate and revise the program
2. Recruit and retain participating agencies
 - Distribute agency application materials to social change and social service organizations
 - Process agency applications
 - Visit current agencies, check in quarterly with supervisors, troubleshoot issues that arise
3. Recruit and select Fellows
 - Advertise, attend career fairs, and communicate with interested candidates
 - Process applications, interview candidates, facilitate candidates' interviews with agencies
 - Make placements based on agency and applicant input
4. Support Fellows
 - Talk with accepted Fellows about QuEST policies, as well as their accessibility or health needs, ensuring that the transition to the new year is as smooth as possible
 - Organize and facilitate orientation and quarterly retreats
 - Assist Fellows with the logistics, interpersonal skills and group needs of their community life. Be available as needed to resolve problems
 - Work with Fellows to develop topics, arrange schedule and facilitators for twice monthly workshops; lead workshops as required
 - Serve as liaison between Fellows and placement agencies. Facilitate resolution of job-related difficulties. Document personnel problems. Meet in the fall with Fellow and supervisor at job site for check in to ensure a good working relationship early in the year.
 - Meet with each Fellow individually at least three times yearly to ensure placement is meeting Fellow's needs, problem-solve any difficulties, provide personal encouragement and support, and help Fellows plan for transition out of QuEST program.
 - Connect Fellows to QuEST alumni and Friends Meeting mentors for additional supportive relationships.
5. Outreach: Nurture connections between the QuEST program and University Friends Meeting, South Seattle Friends Meeting, the wider Quaker community, alumni, and prospective Fellows
 - Maintain website with support of website management company
 - Update and distribute print advertising
 - Post on social media.

- Write articles for the University Friends newsletter and the South Seattle Friends newsletter.
- Visit co-sponsoring meetings to describe QuEST.
- Provide occasional updates to alumni.

Qualifications

1. Familiar with the Religious Society of Friends (Quakers)
2. Self-directed; must work well independently with minimal supervision
3. Cultural competency: able to connect with and create safe spaces for people of different races, classes, gender identities, and sexual orientations
4. Enjoy working with young adults
5. Excellent verbal and written communication skills
6. Experience with community living and conflict resolution
7. Good interpersonal and group skills; ability to work with people in transition
8. Must live within the greater Puget Sound area, with the ability to be on campus weekly

Preferred Qualifications

1. Experienced trainer and program developer
2. Understanding of budgeting and financial tracking
3. Familiarity with local social change and social service organizations
4. Experience with website maintenance and social media
5. Active in a Friends Meeting or Church

Compensation

- The QuEST Program Director is an exempt part-time salaried position. Hours range from 5-50/week, with an average of 15. The Director is responsible for setting their own work schedule, in a manner that is consistent with the responsibilities and duties of the position.
- The salary is \$22,950 - \$25,500 annually DOE (\$61,200 - \$68,000 Full-Time Equivalent)
- Benefits include paid holidays, vacation and sick leave
- The Program Director works from home and receives partial reimbursement for internet, phone and office supplies, as well as a transportation stipend and a professional development allowance

Supervision

A member of the QuEST Committee provides supervision.

Hiring process

Representatives of the Personnel and QuEST committees will select and interview candidates. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, protected veteran status, or disability status.

To apply, please email a cover letter and resume to office@ufmseattle.org. The position is open until filled. A first round of screening resumes will be held on May 9, 2022.

To learn more about the QuEST program: <https://quest-seattle.org>