

Job Position Announcement:
Education Director

West Richmond Friends Meeting of the Religious Society of Friends (Quakers) seeks qualified applicants for an **Education Director** position.

- Status: Part-time, 12 months per year, 10 hours per week.
- Schedule: Flexible combination of weekday hours, with some Sunday hours required.
- Compensation: Compensation appropriate to experience and skills will be negotiated.
- Benefits: Two weeks' paid vacation per year, subject to an initial probationary period.

Job Summary: The Education Director is responsible for developing a religious education program that teaches and nurtures Quaker faith and values in the Meeting, with particular attention to young people's development. The Director works closely with the Meeting's Education Committee and Pastoral Minister. The position requires strong organizational and supervisory skills, and relationship-building ability; ability to maintain appropriate confidentiality; and competency with electronic communications. Personal Quaker faith, or significant knowledge of and experience with Quaker faith and practice, is also very important for this position.

Essential functions:

- Program and coordinate the Meeting's educational offerings for children and adults
- Recruit, train and support/supervise:
 - Sunday School instructors for children;
 - Childcare providers for Sunday worship & special events (weddings, memorial services, etc.)
- Teach Sunday School course(s) when interested or needed
- Work with the Education Committee to develop Meeting-wide intergenerational programming
- Inspire and cultivate an education volunteer pool, hiring others for programming as needed and appropriate
- Invest in relationships with parents, children and teachers, building support for children's active presence in the meeting
- Manage implementation of and updates to the Meeting's Child Protection Policy
- Plan and implement special programs (Advent/Christmas, Young People's Sunday, etc.)

- Work with Richmond Young Friends Committee to oversee middle-school and high-school-age youth groups for broader local Friends community

Please submit letter of interest, resume, and contact information for three references to jobs@westrichmondfriends.org. Position open until filled.

About West Richmond Friends Meeting:

Mission: As a Christian Quaker community, we seek to discover God's truth, proclaim God's love, and live our faith.

We are a semi-programmed Friends meeting that values prepared messages, periods of open worship, and music as integral to our meetings for worship. We treasure both our Quaker Christian identity and our hospitality to the diversity of theological perspectives among us. We affirm and welcome all persons whatever their race, religious affiliation, age, socio-economic status, nationality, ethnic background, gender, sexual orientation or mental/physical ability. We offer all individuals and families, with or without children, our spiritual and practical support.

We value: deep spiritual worship; a strong identity which is communicated effectively; being a community of authentic relationships; affirmation and development of the gifts of members and attenders; attracting and meeting the needs of people of all ages; collaboration with various Quaker and interfaith groups; and visible social action.

We are members of the New Association of Friends and Friends United Meeting, and are involved with a number of other Friends organizations and institutions.

More information can be found at <http://www.westrichmondfriends.org>.