

# CHFM Meeting Office & Rental Administrator Job Description

To apply, please submit your resume and letter of introduction to [Secretary@chestnuthillquakers.org](mailto:Secretary@chestnuthillquakers.org) by February 28, 2025.

Subject heading on your email should read: “CHFM Office & Rental Administrator applicant”

## Overview

The CHFM Meeting Office & Rental Administrator plays a vital role in keeping meeting operations running smoothly by managing the office, communicating with a wide variety of contacts, and facilitating communication within the Meeting, remaining alert to who should know what, when. In managing CHFM rentals, the administrator is the public face of the meeting, coordinating all aspects of the rental process with prospective tenants from the initial rental inquiry through facilitating the return of the security deposit after the event.

## Experience and Qualifications

1. The successful candidate will have:
2. Strong organizational and record-keeping skills.
3. Working knowledge of Google Workspace, including word processing, spreadsheets, calendar, and g-mail.
4. Experience with QuickBooks online.
5. Self-motivation and the ability to work with minimal supervision.
6. Experience working cooperatively with different constituencies.

Familiarity with Quaker process is a plus but not required.

## Time Required

The job is estimated to be 10 to 12 hours per week, on average. While many duties, such as responding to phone calls and e-mail, can be done remotely, we require a minimum of 4 hours a day, 2 days a week in the office. CHFM requires the Secretary's attendance at every Office & Administration Committee meetings (one weeknight once a month) and when necessary, the monthly Meeting for Worship with Attention.

## Pay and Benefits

\$20/hr paid monthly with paid vacation time accrued.

## Supervision and Review

The Meeting Office & Rental Administrator will be supervised by a member of the Office & Administration Committee and, ultimately, by the Office & Administration Committee, itself. There will be annual performance reviews, including solicited feedback from committee clerks, and the Office & Rental Administrator.

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## Duties in Various Categories

### Rental Administration:

1. Coordinate all aspects of CHFM's rentals, including answering email and phone call requests for rental information, logging all inquiries into building rentals log book and in the online tenant log (Google spreadsheet), collecting and organizing meetinghouse use request forms, collecting rental fees as defined in the rental policy, and coordinating the return of security deposits with the bookkeeper.
2. Meet prospective tenants to show them the rooms in the meetinghouse.
3. Coordinate events requiring event facilitation with the Event Facilitator.
4. Communicate with the event facilitator after the event regarding tenants' compliance with terms of the rental agreement.
5. Using Quickbooks online, produce invoices for rentals and follow up for payment when not paid by credit card.
6. Communicate with tenants in advance of their events to ensure that they remember their commitment as to arrival time and removal of trash and recycling.
7. Make sure the electronic calendar (available through the website) is up to date and that a hard copy is printed out weekly and posted on the Meeting information board in the hallway near the kitchen.

### Office Administration

1. Open mail, stamp the envelope with date of receipt, and distribute to appropriate officers and committees, or send information to the newsletter. Notify clerks/officers/committees by email that they have received mail on a regular basis [At least twice per week].
2. Send important documents to the appropriate committee or officer (eg, tax lien information).
3. Check voice mail and notify by email the appropriate clerk/officer/committee of the voice message [At least twice per week].
4. Check e-mail and respond to messages or forward them as needed. [At least twice per week]
5. Maintain the online Meeting calendar, scheduling CHFM and rental requests and inquiries.
6. Order paper, envelopes, name tags, and other supplies as needed
7. Keep records of time spent performing various duties.
8. Forward bills received and check requests from committee clerks to bookkeeper. [Twice weekly]