**Meeting Administrator / Secretary**
**Abington Quaker Meeting, 520 Meetinghouse Road,**
**Jenkintown, PA, 19046**
**https://www.abingtonquakers.org/**

Abington Monthly Meeting of Friends (Quakers) seeks a Meeting administrator/secretary to work onsite at the meetinghouse on a part-time basis.

Responsibilities include: providing a public-facing, friendly, warm, and welcoming presence in the meetinghouse, directing callers and visitors as needed; -facilitating communications by supporting the Meeting's website and weekly and monthly publications, receiving and routing mail, e-mail, and telephone calls, and managing mailings to members; managing the meeting office including maintaining office and building supplies; maintaining comprehensive and well-organized records of meetings for business, committee meetings, and membership; scheduling Meeting events and reserving space; collaborating with Abington Friends School and other groups using the property; collaborating with Meeting members, attenders, and employees.

Successful candidates will be comfortable working independently as well as with members of the Meeting community. Candidates should have at least a high school diploma - college degree preferred. Familiarity with the Religious Society of Friends is strongly desired, but not required. Candidates should have an understanding of Quakerism and be compatible with Quaker practices, decision-making, and Meeting life.

Applicants should have facility with, or be open to learning, Microsoft Office applications (Word, Excel), Google Suite (Docs, Sheets, Forms, Slides), QuickBooks, Zoom and social media; a willingness to learn is important. The Meeting administrator/secretary needs to communicate well orally and in writing, and be able to exercise discretion when working with confidential information and sensitive situations. Ability to adapt to new systems and technology will be a plus.

Applicants must have the ability to climb steps and ability to lift boxes (weighing up to 25 pounds) of paper and other supplies.

The hours for this on-site, part-time position will be 20 to 30 hours/week, sometimes on weekends. The position pays an hourly wage (between $20-$25 / hour depending on experience), offers PTO, and does not include benefits.

Please submit a resume and letter of interest by **November 30, 2025** to: AMM Search Committee, % Deborra Sines Pancoe, clerk, 520 Meetinghouse Road, Jenkintown, PA 19046; or by email to **dspancoe@gmail.com**