

Job Title: Outreach Coordinator, Discovering Quakers

Overview:

Discovering Quakers (DQ) is a Quaker outreach initiative which helps people discover Quakers and our values. We are seeking an Outreach Coordinator to serve as the primary point of contact for external enquiries, manage our communication channels, organise online events, and support volunteer efforts. The ideal candidate will have strong communication skills, be highly organised, and have an interest in Quaker community engagement and outreach.

Responsibilities:

- **Serve as Primary Point of Contact:** Act as the main contact for external enquiries and communications, promptly responding to emails
- **Communication Management:** Monitor a central inbox, forwarding messages as necessary and responding to routine enquiries in a timely manner.
- **Email Newsletter Creation and Distribution:** Send engaging emails to various communities (both enquirers and Quakers) to maximise engagement.
- **Meeting Minutes and Coordination:** Send reminders and circulate meeting minutes within DQ, maintaining organised spreadsheets related to various aspects such as Quaker Lives speakers and hosts, Content Creators' contributions, and the coordination of volunteers.
- **Feedback Gathering:** Gather feedback from DQ events and summarise responses for further analysis.
- **Event Attendance and Visibility:** Attend DQ events periodically to maintain familiarity with activities and establish a visible presence within the wider DQ/Quaker community.
- **Team Support:** Maintain regular communication with team members, offering assistance and support as needed, and participate in team meetings to contribute to the smooth functioning of administrative operations within DQ.

- **Collaboration with the Outreach Lead:** Work closely with the Outreach Lead to ensure coordinated efforts in outreach initiatives.
- **Social Media Management:** Manage social media platforms (Facebook, Instagram) to increase engagement and visibility, crafting and scheduling posts to resonate with the audience, and engaging with our followers.
- **Content Processing and Publishing:** Manage the processing and publishing of content, ensuring quality, relevance, and alignment with DQ goals.
- **Volunteer Management:** Support the recruitment, support, and management of volunteers, fostering a positive and engaging volunteer experience.

Required skills:

- Excellent written and verbal communication skills
- Strong organisational and multitasking abilities
- An interest in community engagement and outreach
- An interest in Quakers

Preferred skills and experience:

- You currently attend Quaker meetings
- Proficiency in Google Workspace
- Experience with social media management and email marketing platforms

Day and other requirements

- This is a freelance position and the day rate is £200
- To start with we will require you to work one day per week (four days per month) and this may increase in the future. Therefore the remuneration will be £800 per month to start with
- We're looking for someone who can do small chunks of work throughout the week, rather than a whole day once a week

Application Process:

If you are passionate about outreach and community engagement and meet the qualifications outlined above we would love to hear from you! Please email us on info@discoveringquakers.org.uk