

JOB DESCRIPTION: YOUNG ADULT FIELD SECRETARY

Overview

The Young Adult Field Secretary's major responsibilities are to work with young adult Friends in the following ways: serving as a locus and a catalyst for networking; disseminating information; assisting in multi-generational community development; doing mentoring, pastoral care, coordinating, and outreach; and helping young adult Friends to develop their gifts and to find a home in the Religious Society of Friends. This work will necessitate considerable travel, meeting face to face with young adults where they live and worship and helping to facilitate gatherings and retreats throughout NYYM. The position serves to coordinate young adult interests between various committees and coordinating committees. The YAFS matches the needs and gifts of YAF in NYYM with resources, individuals, opportunities, and events that support their individual growth. The YAFS will report as needed to the Yearly Meeting Sessions. In addition, the position will support young adult Friends' retreats and activities and opportunities for religious education and will serve as a support and focal point for college outreach efforts. This is a half-time position that requires ongoing ministry, including many weekend commitments and frequent online attention.

Supervision/Oversight

The Young Adult Field Secretary works for the Yearly Meeting under the supervision of the General Secretary, working closely with the Associate Secretary and the Young Adult Concerns Committee. She/he shall be in frequent communication with the Children and Youth Field Secretary and other NYYM staff.

Qualifications

The Young Adult Friends Field Secretary shall be a member of the Religious Society of Friends (or a committed and active participant in Friends' activities) with a strong understanding of Quaker ministry, testimonies, structures, history, and practice. This Friend must have strong verbal and written communication skills; be skilled at recognizing, supporting, and investing the gifts and energies of others; be skilled in relationship and rapport building; and have a firm grasp of current electronic

communication technologies, especially social media. It is expected that this Friend would worship regularly with a NYYM monthly Meeting.

Responsibilities and Duties

Primary Responsibilities

1. Engage in substantial visitation of Monthly, Quarterly, Regional and Half Yearly Meetings, engaging with young adult Friends to facilitate deeper community and spiritual growth while also gaining insights as to how the Yearly Meeting as a whole can better integrate and support Friends in this age group.
2. Support the leadings, participation, and work of young adults within the Religious Society of Friends. Provide pastoral care. Build and maintain individual relationships.
3. Tend to the spiritual needs of young adults in the Yearly Meeting; provide individual and group support; develop leadership. Facilitate religious education and spiritual opportunities.
4. Maintain communication of events, opportunities, information and the happenings within NYYM and the wider Quaker world through contact with monthly meetings, individuals, NYYM publications, and social media. Work with the NYYM database coordinator to maintain a database, as possible, of email and physical addresses of young adults.
5. Support the Young Adults Concerns Committee in whatever form it exists. Provide logistical support and coordination for the Young Adult Concerns Committee (YACC) events, as needed.
6. Communicate with NYYM staff members about what individual and corporate needs are present throughout the Yearly Meeting.

Secondary Responsibilities

1. Serve as a focal point for college outreach efforts, nurturing and supporting worship groups and staying connected to youth when they enter college.
2. Provide consultation, programming, and support to local meetings, regions, and quarters as needed and requested.
3. Maintain communication with clerks of YACC, Nurture Coordinating Committee (NCC), Ministry Coordinating Committee (MCC), Communication Director, Web

Administrator, Powell House Youth Directors, Children and Youth Field Secretary.

As Time Permits

1. Maintain appropriate liaison relationships with Young Adult Friends programs of Friends General Conference, Friends United Meeting, and Friends World Committee for Consultation. Liaison with young adult Friends coordinators in other yearly meetings.
2. Other duties as assigned by the General Secretary and /or the Associate Secretary.

Review of Responsibilities and Priorities

The Personnel Committee, in conjunction with the General Secretary and YACC, will review these responsibilities every six months, adjusting as experience dictates.

Accountability

The Friend serving in this position will:

1. Be accountable to the Personnel Committee through her/his supervisor.
2. Be familiar with the Personnel Handbook policies and procedures.
3. Communicate regularly with her/his supervisor and support/oversight committee.
4. Submit visitation reports and time-logs in a timely fashion.
5. Participate in periodic performance evaluations.
6. Attend regularly scheduled staff meetings and work closely with other staff members.