

September 3, 2021

Job Description — Children, Youth, and Young Adult Community Director

The Children, Youth and Young Adult Community Director employs empathy and self-motivation to curate and manage implementation of programming for children, teens (and the families of children and teens), and young adults (ages 18-35) among Quaker meetings and Friends in New York, Northern New Jersey and Western Connecticut. The Director builds on the active young adult programming, and develops new programming that collaborates with existing opportunities for children, teens and their families.

The Director serves as a hub between Quaker meetings and Friends who are building enriching, cross generational relationships that deepen the spiritual life of the NYYM community. As a member of NYYM staff, the Director is committed to doing their part to dismantle white supremacy, racism, and other oppressions while doing our part to build a sustainable world. Community is foundational to that work and the Director helps our community create structures that foster strong connections amongst our society that are meaningful and long lasting.

Required Attributes

- The ability to work collaboratively with others, understand the big picture and see your part
- A facility with prioritization and independent action
- A high degree of empathy coupled with the ability to tailor communication to different audiences.
- Comfort communicating with groups and the ability to make connections within the community
- Strong organizational competence

Required Skills and Experience

- Communication skills — oral, written, interpersonal with the diverse NYYM community
- A demonstrated commitment to dismantling white supremacy, racism, and other oppressions
- Professional or volunteer experience with youth and/or with young adults

Preferred Skills and Experience

- Technically adept
- Experience with/capacity for facilitating meetings, workshops, and gatherings
- Coach/mentor/provide pastoral care to young adults and youth
- Encourage the leadings and leadership of others with an eye to delegation

This role requires travel throughout the tri-state region as well as evening and weekend work. Use of a personal vehicle is helpful but not required. Travel costs are reimbursed. The work plan and schedule are flexible and determined in coordination with the Director's supervisor. The Director is supervised by the NYYM General Secretary. Office space in the NYYM Manhattan office is available as needed, but not required. Participation in NYYM wide events is expected. The Director will manage programming across the broader age spectrum but may delegate or collaborate with others to implement particular programs.