



**The Friends Education Equity Collaborative  
Program Administrator  
Job Description**

We have an immediate opening for a part-time administrative position to manage our day-to-day activities. Responsibilities include basic recordkeeping, database and website / development / management, communications, meeting minutes, general office and event support.

**JOB TITLE:** Program Administrator

**REPORTS TO:** Co-Clerks of the Friends Education Equity Collaborative

**ORGANIZATION:** The Friends Education Equity Collaborative is an association of Pennsylvania Quaker schools providing need-based scholarships primarily through the Pennsylvania Educational Improvement Tax Credit (EITC) and Opportunity Scholarship Tax Credit (OSTC) programs. We are affiliated with and operating under the guidance of The Friends Council on Education.

The FEEC values the strength inherent in a diverse organization. It does not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, sexual identity, age, disability or marital status. Candidates with diverse backgrounds are strongly encouraged to apply..

**SCHEDULE:** This is a flexible position estimated to initially require approximately 10 hours per week.

**COMPENSATION:** Salary is commensurate with experience and duties.

**GENERAL PURPOSE OF THE JOB:** Support day-to-day operation of a small fundraising organization by performing assigned duties.

**DUTIES AND RESPONSIBILITIES:**

Regular duties include the following:

1. Database and records management – assists in managing and updating databases and files
2. Web sites, social media and collateral material – assists in creating and maintaining marketing and development resources
3. Grants – Assist Clerks in:

- a. researching and identifying grant opportunities that are aligned with the organizations mission and objectives
  - b. writing, preparing, and reviewing grant requests for submission
4. Attend all Friends Collaborative meetings
5. General office administration
6. Other duties may be assigned on an on-going basis

**QUALIFICATIONS:** Nonprofit fundraising and/or marketing experience preferred. Excellent interpersonal and communication skills. Excellent written, research, and presentation skills. The successful applicant will be self-motivated, work well under pressure, and be able to handle several projects at one time. Familiarity with the Religious Society of Friends and Quaker education is preferred.

**HOW TO APPLY** Please send, cover letter, resume and writing sample to [johng@pmfs1780.org](mailto:johng@pmfs1780.org)