

ASSOCIATE SECRETARY of PROGRAMS

The Associate Secretary of Programs is a senior leadership position responsible for implementation of international programs, and educational outreach and programming. This position is based out of the person's home, supervised by the General Secretary, and requires domestic and international travel.

In addition to staff, volunteers play a key role in RSWR. The Associate Secretary of Program works collaboratively the Senior Leadership Team, the Board and staff. The Associate Secretary of Programs balances their own personal gifts of visioning, discernment, and planning with deep listening, careful consultation, and strong support for the growth and exercise of similar leadership gifts and skills by many others, both staff and volunteers.

All senior leaders of RSWR responsibly model the culture of the organization, are spiritually grounded and faith driven, and have a deep commitment to Quaker values.

Desired Qualifications:

- Supportive of RSWR's mission and goals
- Endowed with commitment and imagination; creative thinker
- Self-starter, independent worker, and team player
- Sees the big picture and can anticipate potential future scenarios
- Ability to work on multiple projects while setting priorities and meeting deadlines
- Member of (or familiar with) the Religious Society of Friends
- Excellent written and oral communication skills; welcoming personality
- Demonstrated experience with non-profit organizations and project management
- Cross-cultural experience and awareness of invisible assumptions
- Experienced educator
- Proficiency with word processing and electronic (Google Drive) filing systems.
- Have a deep level of integrity
- Fluency in Spanish

Duties and Responsibilities:

General Leadership

- As a member of the RSWR Senior Leadership Team, work with the board to develop and articulate a clear vision and major goals for all RSWR programs. Assist with the development and implementation of the strategic plan for the growth of RSWR.

- Cultivate passion for the mission and programs of RSWR throughout the organization. Clearly communicate the mission and goals to staff, board members, donors.
- Work with the Senior Leadership Team to develop an annual budget and ensure RSWR is financially stable and operating within the approved budget.

Program Development, Management, & Evaluation

- Responsible for negotiating the contracts with international partner agencies and RSWR field representatives - communicating, supporting and evaluating the work, and taking appropriate steps when problems arise.
- In close cooperation with appropriate staff, contractors, and Board members, develop ongoing visioning and evaluation of programs to determine alignment with RSWR long range vision.
- Develop new field program in Guatemala.
- Develop and implement a new educational program under the 'Right Sharing Circles Model' that focuses on individual and global responsibility and promotes balanced sustainable lifestyles and right sharing of resources.
- Implement current educational workshops and materials; modify as needed.

Interpretation, Communication and Public Relations

- Serve as one of the principal public faces of RSWR, visiting Quaker meetings and events. Present RSWR's mission, goals, programs, and services to all stakeholders and to the broader Quaker and (as appropriate) non-Quaker public.
- Assist Associate Secretary of Advancement and appropriate staff with content for printed and electronic communication.

Personnel Administration and Supervision

- Recruit, hire, supervise, and conduct periodic reviews of the Program staff.
- Provide or arrange for training and job development for Program staff.
- Provide clear expectations for Program staff through annual work plans that include measurable outcomes, timelines, and individualized goals that promote success.
- Meet in regular supervisory meetings with Program staff, conduct annual performance reviews, and prepare annual reports on those reviews.

Support for Board and Committees

- Ensure the Board, its committees, and its officers receive appropriate support. Prepare for and attend Board meetings.
- Take steps to facilitate appropriate engagement of Board members in policy decisions relevant to RSWR programs.

Hours: Full Time (Exempt)

Supervisor: General Secretary

Supervises: Program Director

Benefits and Compensation: Paid holidays/sick/vacation time, medical insurance, retirement.

Salary commensurate with experience and location/cost of living; range \$55-\$70,000

Interested? Please submit the following items to Jacqueline Stillwell at rswr@rswr.org with "Assoc Sec of Programs" and your last name in the email subject line:

- current resume
- cover letter that includes how you heard about the position, why you want to be considered and your qualifications
- contact information (phone & email) for three or more references, at least two of whom are professional references

Review of applications will begin September 2022 and continue until the position is filled.