

**Quaker Voice Capacity Building Coordinator –
Help us provide a Quaker Voice in the Washington State Legislature**

Quaker Voice on Washington Public Policy is looking for a Coordinator for its capacity-building activities. The Coordinator would work with Washington Quakers to help fulfill our mission - *"Bringing a Quaker voice, guided by testimonies and spiritual devotion, to the formation of public policy in Washington state"*.

Under the direction of the Board, this position focuses on increasing the capacity of Quakers in the state of Washington to advocate for public policies that reflect Quaker values. The coordinator would be expected to:

- Welcome and support new attendees at working group meetings (as referred by the working group clerks), the Annual Meeting, or Quaker Lobby Day, supporting them in becoming active at whatever level they can.
- Assemble educational resources for citizen advocates and update the relevant section of the website (using WordPress).
- Recruit for and administer the Legislative Fellowship Program and mentor the participants.
- Recruit district leads for Quaker Lobby Day and support them in building and organizing their delegations and in their meetings on or around that day.
- Support Quakers in building legislative advocacy skills with periodic opportunities on topics such as
 - becoming active with Quaker Voice;
 - using the legislative website;
 - following legislation;
 - organizing and holding meetings with legislators; and
 - testimony, written and verbal.

Many of these tasks can be undertaken on a flexible schedule, but there are some hard deadlines and bursts of intense activity. Guidance and support for this work will be provided by experienced volunteers.

We seek a person with experience in education or training and good verbal and writing skills. This individual should have the ability to work with many different groups, and in the manner of Quakers, to listen carefully and respectfully to others.

The capacity builder would bill hourly for their work at \$35 per hour, up to a total of \$3500. The arrangement will be evaluated annually before the end of the Quaker Voice fiscal year for continuation into the next year.

The chair of the Search Committee, Susan Cozzens, is available to answer questions about the position; contact her at info@quakervoicewa.org to schedule a time to talk if you want. To apply, please submit a letter of interest describing relevant background to info@quakervoicewa.org with "Application for Coordinator" in the email title. Review of applications will begin November 17 and continue until the position is filled.

For more information on Quaker Voice, see our website: <http://www.quakervoicewa.org/>.