



## **Program coordinator – service and educational programs**

William Penn House is a Quaker center for education, service, and hospitality, centrally located in the Capitol Hill neighborhood of Washington, DC. We facilitate educational programs, host speakers and other events, and provide simple Quaker hospitality for groups and individuals visiting Washington.

The program coordinator is responsible for the design, administration, and facilitation of William Penn House's education and service-learning programs. Our programs engage youth and intergenerational groups with social justice issues through hands-on, experiential activities and opportunities to build relationships with activists, community leaders, policy makers, and members of marginalized communities. All programs are grounded in the Quaker testimonies of peace, equality, and community and the shared experience of Quaker worship and reflection. Recent topics have included food justice, homelessness, indigenous rights, human rights, HIV/AIDS, and aging.

Responsibilities include:

- Planning, coordinating, and leading day- to week-long service-learning and social justice education programs;
- Building relationships with schools, colleges and universities, religious groups, and other current and potential partners;
- Developing new educational and service programs;
- Supporting other William Penn House activities, including outreach and hospitality;
- Participating in the spiritual life of William Penn House.

The ideal candidate will have experience—work, education, volunteer, or a combination—in some or all of the following areas:

- Experiential education, service-learning, or social justice education
- Program management
- Religious education and/or leadership
- Quaker or other faith-based social action

Bachelor's degree or equivalent experience required; degree or experience in education, social sciences, or other social activist field preferred.

Desired attributes include:

- A passion for peace, social justice, and environmental sustainability
- Ability to independently manage multiple projects and competing priorities with firm deadlines
- Experience facilitating group discussions and educational activities, especially with youth
- Experience organizing and supervising volunteers
- Strong communication skills, written and oral
- Commitment to working across social divides, building partnerships and working closely with people of diverse backgrounds, ages, and cultures
- Ability to work as part of a staff team and closely with community partners to design, implement and evaluate programs
- Unity with Quaker social testimonies and Quaker approaches to social change

Preferably, the program coordinator will live at William Penn House as part of the resident community. The resident community of four or five people includes staff, interns, and resident volunteers living together in Quaker community. Residents have private bedrooms with shared bathrooms, and shared groceries are provided for the resident community.

House residents all contribute to the hospitality program—welcoming guests, answering phones, doing light housework. Residents participate in daily meeting for worship, service activities with our neighbors, and the monthly potluck and dialogue series.

The salary will be commensurate with experience and qualifications. All full-time William Penn House staff receive an excellent benefits package, including health insurance, annual leave, and pension.

William Penn House is committed to equal employment opportunity. We do not discriminate in employment on account of race, color, national origin, gender, gender identity, sexual orientation, age, or physical or mental disability. Because of the religious nature of our programs, we actively seek to employ members of the Religious Society of Friends and active attenders of Friends meetings.

Review of applications will begin immediately. The position will begin September 15, 2016, or as soon as possible. To apply, send a letter of interest explaining your qualifications for and interest in the position, a current resume, and contact information for 3 references to:

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William Penn House  
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