



Associate Resident Manager

William Penn House seeks a team-oriented individual committed to radical hospitality, building community, and supporting peace and justice activism based on Quaker values and testimonies to join our resident management team as Associate Resident Manager.

The WPH resident community provides a Quaker presence and welcoming environment for guests of the House. Managers are part of a dynamic team including interns, volunteers, and non-resident staff who demonstrate and encourage a commitment to peace- and justice-building, simplicity, loving presence, and spiritual community.

About William Penn House

William Penn House is a Quaker center supporting peace, equity and justice through radical hospitality and innovative social justice education. Located just five blocks from the US Capitol in Washington, DC, we provide welcoming, inclusive, community-based Quaker hospitality for groups and individuals visiting Washington. Guests include activists who have come to DC to advocate for a more peaceful, just, and sustainable world, individuals from diverse faith and philosophical traditions living out their ethical values, and school groups – from elementary to graduate level – learning about the democratic process as it unfolds in the nation’s capital. In addition to radical hospitality, WPH staff members develop and lead experiential education programs and host public events that nurture diverse communities committed to building more peaceful, equitable and inclusive societies.

The William Penn House community

The WPH community consists of 3-5 residents – a mix of volunteers, interns, and staff members – plus 2-3 staff who work but do not live on site and an ever-changing array of non-resident Friends of the House. Residents have private rooms in staff-only areas with shared staff bathrooms, a staff-only kitchen and small dining area, and share gardens with guests and, occasionally, neighbors, their dogs and the random tourists. Up to 30 guests will be staying in the House on any given night and crowding the breakfast table with some of the most fascinating, inspiring and hilarious stories you will ever hear.

Roles and responsibilities

The resident management team is responsible for the following:

- Host guests – creating a welcoming, safe, and intimate space for activists, students, and other guests to learn, reflect, relax, and regroup during their stay in Washington DC.
- Manage the hospitality program, including budgeting, scheduling, ordering supplies, and reporting
- Care for the daily activities of the House – convening daily meeting for worship (7:30 – 8:00 am), serving breakfast, managing guest reservations, laundry, and supervising the cleaning staff
- Recruit and manage interns and volunteers
- Envision and implement community events on peace and justice issues
- Collaborate with other staff on outreach, marketing, and fundraising efforts
- Seek out and engage in faith-based activism and service
- Oversee the maintenance of the building and garden

Desired Characteristics

The ideal candidate will demonstrate the following characteristics:

- A calling to create, nurture and participate in spiritually-based community
- Commitment to diversity and equity
- Experience in living or working in diverse environments
- Team player with experience and skills in working collaboratively
- Ability to multi-task and manage multiple priorities and projects independently
- Flexibility and willingness to take on a wide range of responsibilities with a variable schedule
- Experience with office management and the Microsoft Office suite
- Strong communication skills, written and oral
- Comfort and experience serving the general public

Additional Preferred Qualifications

- Experience with building and garden maintenance
- Basic knowledge of networking and IT
- Familiarity with database management, WordPress website maintenance, and other related management software
- Experience with email marketing, newsletters, and/or social media
- Experience managing a budget and tracking expenses

Bachelor's degree or equivalent experience required.

This position is a full-time, exempt, permanent staff position. Resident managers are required to live on-site at William Penn House as part of the resident community. A simple, furnished room is provided, with a staff-only bathroom, and groceries are provided for all residents.

Due to the need for hospitality staffing 7 days each week, weekend and evening work is required. All WPH staff receive a generous benefits package including health insurance, pension, annual leave, and professional development support.

Physical requirements: resident staff must be able to walk up and down stairs many times per day and lift up to 40 pounds.

PLEASE NOTE: Because we work with young people, all staff and volunteers must complete a criminal background check prior to beginning service.

William Penn House is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Because we are a faith-based Quaker organization, we actively seek to employ members and active attenders of Friends Meetings.

To apply, please send by email a letter of interest, resume, and contact information for 3 references to:

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