

Illinois Yearly Meeting seeks an Inter-meeting Engagement Coordinator

Illinois Yearly Meeting invites applications from individuals interested in a part-time position as the Inter-meeting Engagement Coordinator. This is a new position and the individual hired is not expected to perform all the items listed in the job description. This is an aspirational job description and the individual chosen will work with the Ministry and Advancement Committee to discern what is possible to accomplish with the limited number of hours. Applicants should submit a letter of interest that includes their qualifications. In addition, submit at least 2 letters of reference which can speak to the individual's qualifications. Also submit a third letter of reference from the clerk of your meeting. Application due date is September 30, 2026.

Inter-meeting Engagement Coordinator Job description

Purpose: The Inter-meeting Engagement Coordinator assists Illinois Yearly Meeting by sourcing, coordinating, and actively promoting programming geared to the needs of its meetings and worship groups. An over-arching goal of this position is to encourage inter-meeting connections; therefore, offerings should serve a cross section of the ILYM community.

Qualifications:

- Evidence of active engagement in the ILYM community.
- Experience in providing on-line, in-person, and hybrid events.
- Knowledge of Quaker heritage, practices and processes, the Bible and Quaker writings.
- Knowledge of the resources and organizations in the wider Quaker world that can support their offerings.
- Creative communication approaches that will engage the diverse ILYM community members, both on-line and in-person, utilizing social media and traditional vehicles.
- Ability to proactively encourage participation in their offerings.

Responsibilities: The Inter-meeting Engagement Coordinator is an employee of ILYM. Their offerings will seek to address the expressed needs and requests of meetings and worship groups, and Ministry and Advancement Committee's discernment of priorities. Their individual skills, leadings, and personal style will inform their work. They are not expected to deliver all the programming which they initiate, but to manage those programs.

Responsibilities are as follows:

- Initiate, provide, and oversee online, in-person, and hybrid educational and spiritual programming that contributes to the sustainability of the ILYM community. The Inter-meeting Engagement Coordinator is expected to discern and offer programs that will feed the community's thirst and hunger. The following possibilities for such programs are not intended to be regarded as prescriptive; rather, detail is given in order to show the breadth

of opportunities: Quakerism 101 and 102, Bible study groups, book discussion groups, clerking techniques, supporting aging Friends, childcare management, Quaker processes, Meeting for Healing, introduction to ILYM *Faith and Practice*, dealing with confrontation, etc. The Inter-meeting Engagement Coordinator may also be led to offer programs for groups with similar functions, such as clerks, treasurers, and ILYM representatives; and to cohort groups, such as men, women, high schoolers, and Adult Young Friends. In addition, the Coordinator might be led to offer a one-off program spontaneously, in reaction to an external event.

- Develop and maintain an ILYM listserv.
- Develop and publish an ILYM programming calendar.
- Coordinate World Quaker Day activities within ILYM.
- Provide Ministry and Advancement Committee with a written report of hours spent each month, specifically detailing their activities.
- Provide a written report of their work during Continuing Committee's fall and spring sessions, and during Yearly Meeting's annual sessions.
- Develop their programming budget, and request approval for that budget during Annual Sessions.

Compensation: The Inter-meeting Engagement Coordinator is compensated up to 450 hours yearly, allocated as required. Travel expenses are reimbursed.

Oversight: ILYM Ministry and Advancement committee

The Inter-meeting Engagement Coordinator's service is under the oversight of the Ministry and Advancement Committee. The Coordinator is supervised by the Clerk of Ministry and Advancement, who provides an annual evaluation of the Inter-meeting Engagement Coordinator in consultation with the committee. To be effective, the Coordinator is expected to seek counsel from individual members of Ministry and Advancement, from the Field Secretary(s), and from ILYM meetings' and worship groups' clerks and representatives.

Applications and references should be sent to Janice Domanik at jdomanik@comcast.net or Janice Domanik, 30908 N Leesley Court, Libertyville, IL 60048 by September 30, 2026. If you have questions, call Janice Domanik at 312 310-4591.