

Job Title: Residency Manager

Job Description: Start Date: February 15, 2012 Position Summary:

The Residency Manager holds primary responsibility for the care and administration of the day-to-day workings of the community. Responsibilities include mentoring residents in community life, managing admissions, resident chores, rent collection, and maintenance of community documents. The Residency Manager works closely with the Director and Kitchen Manager to ensure smooth operations of the Resident Program and the healthy functioning of the community. The Residency Manager has oversight of Guest Room hospitality, including taking reservations, preparing rooms and greeting guests. A third area of responsibility is for smooth functioning of the office. This position requires some evening and weekend work.

Beacon Hill Friends House is a Quaker center in a historic building in downtown Boston. Our residential program is a multigenerational, cooperative community based in Quaker practice and principles. Our other activities include offering hospitality through overnight guest rooms and public meeting spaces for Quakers and others; holding Quaker-related events and publishing Quaker pamphlets. Contact Information: To apply, please send a letter of inquiry to Holly Baldwin, Director, hbaldwin@bhfh.org.
Job Link: <http://www.bhfh.org/>