



Friends World Committee
for Consultation
SECTION OF THE AMERICAS

Comité Mundial de Consulta
de los Amigos
SECCIÓN DE LAS AMÉRICAS

Map Data Assistant	
FLSA: Non-Exempt Part-time Applicable Exemption(s):	Compensation: \$17/hr (estimated workload is 1-4 hours per week)
No benefits.	Location: flexible, can be in Philadelphia office, Portland office, or work from home.
Reports to: Operations Manager	Last Updated: 12/20/2023

The Map Data Assistant will be responsible for maintaining the various FWCC Section of the Americas databases with information updates from monthly meetings and churches that are submitted via online form or email.

The Map Data Assistant will:

- **Enter updated data from email or forms into the ESRI map and table to update the “Find Friends” page.**
- **For meetings and churches in the Americas, update the meeting’s info in DonorPerfect online database.**
- **Send a standard, approved email to all listed contacts in DonorPerfect Meeting/Church to confirm that changes have been made.**
- **Send a weekly report to Operations Manager with hours worked detailing the number of meetings updated.**
- **Meet with Operations Manager regularly to go over reports and troubleshoot issues as they arise.**

Qualifications:

Computer and keyboarding skills, attention to detail, understands data entry, literate in English (Spanish is a plus), knowledge of Quaker structures, good time management skills, access to high speed internet or ability to travel to Philadelphia or Portland Office. Knowledge of DonorPerfect or ESRI’s ArcGIS platform is a plus, but not a requirement.

Training will be offered in the use of necessary software as needed.

Organization

The Friends World Committee for Consultation, founded in 1937, encourages fellowship among all the branches of the Religious Society of Friends. In the Americas, the Quaker community extends from the Arctic to the Andes, spanning a rich diversity of regional cultures, beliefs and styles of worship. FWCC Section of the Americas offers programs that unite Friends across the hemisphere through Spirit-led fellowship. For more information, visit www.fwccamericas.org.