

MFC is Seeking a Coordinator

MFC (Michigan Friends Center) is interested in hiring a Coordinator to run day-to-day operations for our small Chelsea-based 501(c)(3). This is a part time position as an Independent Contractor; it envisions about 10 hours per week, distributed over 5 days, paying \$20/hour. Scheduling is flexible. The job provides access to MFC's well-equipped shared office space at our center, which is located at 7748 Clark Lake Road in Chelsea.

Here are the job requirements.

- Computer literacy with MS office, google, and a website language such as Wix.
- Familiarity with Society of Friends (Quakers)
- Office management experience
- Grant writing experience
- Money management skills

Although MFC cannot currently afford to pay the Coordinator for all the time that might be spent on grant applications, a financial bonus, on a percentage basis, will be provided to the Coordinator from MFC's general operating fund for any new grant funding secured by the Coordinator.

The Coordinator will report to MFC's Board President and Convenor, Sue Douglas.

Interested applicants should send a resume to manager@mfcenter.org

Application deadline: Monday, December 1, 2025 at 5:00 PM