

**First Presbyterian Church of Berkeley**  
**Operations Coordinator**  
Reports to Executive Director for Operations  
Non-Exempt, 20 hours/week, No Benefits

**JOB SUMMARY** *(Description of what this position is created to accomplish.)*

Provide support for Operations team via church database and office administration. When needed, support other ministry areas at the direction of the Executive Director for Operations, Facilities Director, and Executive & HR Coordinator.

**MAJOR RESPONSIBILITIES/ACTIVITIES** *(Essential functions in order of importance, including what must be accomplished, supervision/management responsibilities, standards for quality/quantity, etc.)*

**ShelbyNext Church Management System 60%** (12 hours/wk)

- Support operations team and church staff using ShelbyNext Membership, including training, forms/groups/workflow/interactions creation, and other functionality. Maintain integrity of data and ShelbyNext usage to support ministry departments.
- Support Business Office with ShelbyNext Financials data entry, back up for check run and weekly deposits, running and distributing reports, etc.

**Office Administration 40%** (8 hours/wk)

- Monitor inventory, order office supplies and paper as needed.
- Manage printer/copy machines with Facilities Director, including completing printing projects and handling equipment maintenance.
- Support Facilities Director with IT vendor to support staff.
- Monthly business office filing.
- Staff reception desk/phone to welcome and assist congregants and guests as needed.
- Handle mailroom, including incoming/outgoing mail/packages and postage meter.

**MINIMUM REQUIREMENTS**

- 1–3 years of admin experience.
- Attention to detail and follow through within tight turnaround times.
- Ability to work with and relate to the diverse First Pres community.
- Strong communication skills – both verbally and in writing.
- Ability to maintain confidentiality in a sensitive and professional manner.
- Proficient knowledge of needed software programs and web-based applications, which include: Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), and Google Drive and Docs. Database experience a plus. Willing and able to learn new programs and applications as needed.

**SCHEDULE** This position is half-time preferably Monday-Friday. Exact schedule to be coordinated with the supervisor.

*Note: Nothing in this job description restricts the right of the leadership of First Presbyterian Church to assign or reassign duties and responsibilities to this job at any time.*

To apply, send resume and cover letter to Sharon Gowdy, Executive & HR Coordinator at [sharong@fpcberkeley.org](mailto:sharong@fpcberkeley.org)