



PRESBYTERY of  
**SAN FRANCISCO**

**Position: Office Coordinator**

**Purpose:** To provide office and administrative support to the Presbytery of San Francisco (PSF), especially as it relates to the Presbytery office, reporting to the Transitional Executive Partner for Operations and Communications and working collaboratively with all PSF staff, especially the Administrative Coordinator and Transitional Executive Partner for Mission and Church Assets. This person is the first/primary point of contact for the PSF, the person who will triage calls/emails/requests and will help churches, clergy, and others connect with staff and/or PSF resources.

**Office Coordination:**

1. Maintain and facilitate office equipment services: set up service calls; keep a current file of all office equipment.
  - a. Work with the Transitional Executive Partner (TEP) for Operations and Communications on contract negotiation and renewal as appropriate.
2. Oversee Microsoft Office 365, including maintaining updated distribution lists, SharePoint sites, and user accounts.
  - a. Zoom and other accounts will be maintained by the Transitional Executive Partner (TEP) for Operations and Communications.
3. Maintain internal and external PSF calendar.
  - a. Coordinating facility use requests for the PSF Office.
  - b. Making sure all PSF events appear on the website calendar.
  - c. Track PSF office holidays and closures.
4. Maintain staff/office contact information in the common PSF database. Maintain committee member, minister member, ruling elder, Commissioned Ruling Elder/Commissioned Pastor (CRE/CP), and church directories in the common PSF database in coordination with other staff.
  - a. Making sure all staff is using the same lists and coordinating with the Office of General Assembly (OGA) database.
5. Maintain all Presbytery data and files both electronic and paper.
6. Distribute USPS mail and manage the [office@sfpby.org](mailto:office@sfpby.org) email account.
7. Facilitate mass mailings for internal and external, digital and physical, communications, using MailChimp, distribution lists, and email as appropriate (e.g., account with per capita, partner- PSF event...)
8. Coordinate and send out the PSF newsletter (on the first Thursday of the month, twice a month in 2024)
9. Edit and update the PSF website as needed and requested.
  - a. TEP for Operations and Communications will manage formatting changes, website menus, and new content/ major changes.
10. Check PSF voicemail messages daily. Answer phones as available.

**Financial:**

1. Coordinate with the accountant on payments and invoicing for administrative accounts and administrative contractors.
2. Coordinate spiritual direction vouchers, grant funding vouchers, and any other special program vouchers as assigned.
3. Coordinate UPS mailing of checks and Invoices to the accountant weekly.
4. Log checks.
5. Collect receipts for the PSF credit cards and send receipts to the accountant.

**Committees/ Working Groups/ Teams (groups):**

1. Maintain Presbytery data and files for committees/working groups/teams, including the regional groups, keeping file access and contact information current.
2. Archive files at the end of every year and set up new files for the upcoming year.
3. Provide general administrative support for the various PSF Committees, Working Groups, and Teams.
  - a. Assist Mission Vision and Leadership Committee (MVL) with agendas and meeting reminders, as available.
  - b. All other committees/working groups/teams create their own agendas, collect agenda items, and record their own minutes. Committee on Ministry (COM) is supported by the administrative coordinator.
  - c. Assist the TEP for Operations and Communications with the yearly onboarding meeting for all volunteers.

**Meetings and Project Support:**

1. Attend and assist with Presbytery meetings (February/May/August/November, typically held in the late afternoon/ evening).
2. As directed and available, provide administrative assistance with various PSF projects, events sponsored by PSF, and support for PSF Regional meetings.
3. Coordinate registration and ZOOM invitations.

**Qualifications & Skill Sets:**

- Office Coordinator, Executive Assistant, and Administrative Coordinator experience.
- Demonstrated organizational skills, strong oral and written communication skills, including excellent proofreading skills.
- Attention to detail to produce high-quality work; able to follow projects, ideas, and tasks through to completion.
- Self-aware and self-directed with the ability to manage multiple priorities and projects.
- Engages in with compassion and integrity, with an ability to maintain confidential information.
- Excellent interpersonal, listening, and people skills, discretion, and ability to work graciously and collaboratively with staff, volunteers, ministers, elders, and lay people. A team player.
- Proficient knowledge of needed software programs and web-based applications: Zoom, MailChimp, Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), Google Suite, Planning Center, and familiarity with database programs. Experience with WordPress, Adobe, Microsoft Publisher is helpful. Willing and able to apply advanced features in software and applications, and learn new programs and applications as needed.
- Desire to support the Presbytery and support the PSF mission and objectives.
- Multi-language speaking skills are a plus: Spanish, Korean, Mandarin and/or Cantonese.

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**Weekly hours:** 30-35 hours per week (regular hire, non-exempt/hourly employee).

**Hybrid Position:** Requires three days (eight hours each) in person at the PSF office.

**Rate of Pay:** \$30.00 per hour, eligible for employee benefits.

Thank you for your interest in the position.

Please send a cover letter, resume, and three references to [openings@sfpby.org](mailto:openings@sfpby.org).