

### OVERVIEW

Reality SF is a church community located in San Francisco, California, that is committed to following Jesus and seeking renewal in our city. We are committed to doing this by being with Jesus, becoming like Jesus, and doing what Jesus did. This happens not only on Sundays, but every day of the week. Therefore, we are looking to hire an Office Administrator to create a welcoming, friendly environment at the Reality SF Headquarters.

### ROLE SUMMARY

The Office Administrator will foster a warm, inviting, and organized environment at Reality San Francisco's Headquarters. This individual will be responsible for a variety of administrative duties including managing calendars, ordering and organizing supplies, welcoming guests, facilities requests, and assisting the Office Manager in additional tasks and projects.

### SPECIFIC DUTIES & RESPONSIBILITIES

- Open and close the offices Monday–Thursday (lights, music, coffee, water, etc.)
- Greet visitors warmly and notify staff of appointment arrivals
- Confirm all in-office appointments with staff
- Prepare staff meeting and other in-office meetings (catering, coffee service, etc.)
- Answer incoming telephone calls and emails
- Receive incoming mail & packages and distribute to staff
- Manage order placement and inventory of all office and cleaning supplies
- Maintain office organization and tidiness (stock and organize all office supplies, water plants, etc.)
- Maintain documentation of office procedures and recommend/develop areas of improvement (organization, scheduling, supply management, etc.)
- Maintain RSF key log as well as distribution of keys to new staff and guests
- Handle all facilities requests
- Assist with onboarding new staff members (familiarizing them with office and procedures)
- Maintain updated RSF calendars (including PTO/OUT, Fellowship Hall, and Meeting Rooms)
- Schedule monthly security
- Update vendor lists
- Keep our HR platform up to date with proper documentation

### KNOWLEDGE & SKILLS

- 2+ years in office management and/or administrative support
- Bachelor's degree preferred
- Proficiency with necessary administrative tools fitting responsibilities (Flow, eTapestry, Google Suite, etc.)
- Highly relational with excellent verbal and interpersonal communication skills
- Demonstrated organizational ability, time management skills, and attention to detail
- Eagerness to serve with humility, generosity, and kindness

# OFFICE ADMINISTRATOR

## JOB DESCRIPTION

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R/SF

- Adaptability to growth and change
- Entrepreneurial spirit in developing your role and area of ministry
- Ability to conduct ministry within our core values (faith, humility, hospitality, and rootedness)

### QUALIFICATIONS

- Love for Jesus and His Church
- Agreement with the statement of faith, theology, and philosophy of Reality SF
- Character and lifestyle of a deacon as described in 1 Timothy 3:8-13
- Love for ministry in an urban context and for the city of San Francisco
- Hospitality: demonstrating a desire and ability to create an inviting and welcoming space for staff and guests
- Integrity: demonstrating truthfulness and discretion, conducting oneself in a professional manner, and making proper use of organizational resources
- Confidentiality: demonstrating the ability to discuss confidential matters online in an appropriate manner or setting and to appropriate persons

### SCHEDULE

Monday—Thursday, 9AM - 6PM

### HOURS

~32-35 hours per week

### SALARY

Non-exempt position, \$20-24/hour

### REPORTS TO

Office Manager

### WORKS WITH

Staff

### BENEFITS

Medical, dental, and vision

### PAID TIME OFF

10 days

### PROVIDED

Computer, materials, and software