

# OPERATIONS ADMINISTRATOR

## JOB DESCRIPTION

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### 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 Operations Administrator to support our staff in facilitating our gatherings wherever we meet throughout the week.

### ROLE SUMMARY

The Operations Administrator will assist and support the vision of our administrative team. This individual will be responsible for a variety of operational duties including building and implementing procedures to better support our staff, continuous database improvement, financial data entry, event support, as well as handling a variety of staff administrative requests.

### PRIMARY DUTIES & RESPONSIBILITIES

- Assist in the buildout and upkeep of Planning Center Database
- Prepare and reconcile weekly offerings and input into eTapestry donor database
- Build systems for tracking and maintaining accounts (Logins and Electronic Asset Inventory)
- Order Sunday supplies for each ministry department
- Assist on Sundays with the ministry team with the greatest need
- Meet with Office Manager regularly to identify and fulfill staff needs
  - Assist with the onboarding of new volunteers
  - Respond to volunteer emails
  - Keep rosters up to date
  - Assist staff in scheduling appointments
- Assist in weekly, monthly, semi-annual, and annual events including:
  - CG Corporate Syncs and Spiritual Care & Coaching Trainings
  - Prayer & Intercession Nights
  - Baby Dedications
  - Premarital Classes
  - Baptisms
  - Annual Vision & Prayer
  - Ash Wednesday Service
  - Holy Week Events (Holy Wednesday, Maundy Thursday, Good Friday, and Easter)
  - Staff Retreat
  - Conferences

### 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.)

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R/SF

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- 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
- 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

Sunday—Thursday

## HOURS

~35 hours per week

## SALARY

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

## REPORTS TO

Office Manager

## WORKS WITH

Staff and volunteers

## BENEFITS

Medical, dental, and vision

## PAID TIME OFF

10 days

## PROVIDED

Computer, materials, and software