

Operations Coordinator

Full Time



Overview

Reality San Francisco is a community following Jesus, seeking renewal in our city. Founded in 2010, this non-denominational church is located in the heart of the Mission District of San Francisco and has been steadily growing, forming disciples and fostering a love for God, his kingdom, and people. We are committed to doing this by being with Jesus, becoming like Jesus, and doing what Jesus did. With an average in-person attendance of over 1,000 people each week, we continually witness to see His kingdom come in San Francisco as it is in heaven.

We are seeking a highly organized and detail-oriented Operations Coordinator to support our administrative and operational functions as part of our central services team. The ideal candidate will be someone who gains a lot of satisfaction from being a behind the scenes enabler, has high attention to detail, values reliability and demonstrates strong administrative skills, all while having a heart for ministry and the work that God is doing through the community at Reality San Francisco.

Primary Responsibilities

- Manage day-to-day office and facility operations to ensure organizational effectiveness and efficiency, including inventory management, maintenance of office equipment and upkeep of meeting spaces.
 - Streamline supply chain inventory for facility supplies and hospitality products
 - Ensure the print room, kitchen, meeting rooms are properly stocked and in working order.
 - Ensure that meeting spaces are clean, stocked, and in working order
 - Provide basic IT support over apple products, printers, internet and entry access system
 - Track and manage IT asset inventory
 - Manage special requests and scheduling conflicts as needed
- Manage and maintain our church management system, Planning Center Online, ensuring accurate records, seamless operation, and proper upkeep of the platform.
 - Manage profiles, forms, lists & templates, workflows and user permissions within the Planning Center ecosystem.
 - Provide administration and support for Planning Center products such as check in system, registration pages, and group pages.
 - Support Operations Director on assigned planning center projects

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- Provide administrative support to the central services team as needed, including calendar management, correspondence, and operational logistics.
 - Co-manage facility calendar with Events Coordinator
 - Coordinate custodial services & scheduled maintenance with Facilities Director
 - Collect meeting notes & communicate follow up needed from meetings
- Support financial operations, including processing invoices, managing petty cash, and preparing expense reports for core operational functions
 - Process physical offerings weekly
- Assist with the implementation and maintenance of church policies and procedures.
 - Records updates for HR, Facility, Safety, and IT systems
- Serve as the first point of contact for the church, handling inquiries via phone and email, and welcoming guests with a hospitable and service-oriented approach.
 - Provide reception for guests
 - Receive and distribute mail, packages, and deliveries
 - Administer visitor access codes
- Collaborate with church staff and volunteers to support various ministry initiatives and activities as directed by the Operations Director.

Qualifications

- 2+ years of experience in office administration or operations, preferably within a non-profit or church setting.
- Strong organizational and planning skills, with the ability to prioritize tasks and manage time effectively.
- Excellent communication and interpersonal skills, with an emphasis on discretion and confidentiality.
- Proficient in Google Suite and adept at learning new software and systems.
- Previous experience with church management systems, specifically Planning Center Online is preferred.
- Associate's or Bachelor's degree in Business Administration, Management, or a related field is preferred.

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Benefits:

- Salary Range: \$50,000 - \$60,000 annually
- Medical and Dental: 100% employer paid plan
- Paid Time Off
 - Vacation: 10+ days annually (accrues based on length of employment)
 - Sick Leave: 10 days annually
 - 14 Paid Holidays
- Laptops, software, and resources
- \$500/yr Professional Development Stipend
- \$1,200/yr Counseling Stipend
- \$40/mo Cell phone allowance
- Opportunities for spiritual and professional growth

Schedule & Working Relationships:

- Schedule: Full Time | In Person
 - Sundays: 9AM - 4PM
 - Monday-Thursday: 9:30AM - 5:30PM
 - Occasional nights and weekends for special services (ex. Christmas Eve)
- Reports to: Operations Director
- Works Primarily With:
 - Facilities Director
 - Event Coordinator

How to Apply:

Please submit your resume and a cover letter detailing your interest and qualifications for the role to our Operations Director, Jason Swanson, at jason@realitysf.com. **We will be accepting applications through September 1st.**