



PRESBYTERY *of*
SAN FRANCISCO

Position: Administrative Coordinator

Purpose: To provide administrative support to the Presbytery of San Francisco, reporting to the Transitional Executive Partner for Operations and Communications and working collaboratively with all PSF staff, especially the Stated Clerk, Office Coordinator, and the Transitional Executive Partner for Congregational Vitality and Clergy Support.

Administrative Coordination:

1. Statistics of the Church Report (December- January)
 - a. Assist with the annual mailing to Clerks of Session with instructions, log-ins, and password information so that Clerks of Session can update their Statistics of the Church information. This assists the Stated Clerk with updating the General Assembly Stated Clerk Portal: Statistics website.
 - b. Encourage and assist Clerks of Session to file Statistics of the Church, with a goal of ____% participation, growing each year till we reach 100% participation.
 - c. Track which clerks of session have submitted Statistics of the Church information in a common database.
 - d. Print Statistics of the Church reports and place a copy of the report in the church file.
 - e. Share details with Recording Clerk to be included in the November minutes.
2. Minister Salary Review (September)
 - a. Assist with the annual minister salary review with instructions on how to fill out the review form so that the Stated Clerk can input the information to into the General Assembly Stated Clerk Portal: eMinister website.
 - b. Encourage and assist pastors to complete the report, with a goal of ____% participation, growing each year till we reach 100% participation.
 - c. Track which pastors have submitted their information in a common database.
 - d. Print reports and place a copy of the report in the pastor's file.
3. Maintaining Minister Rolls, Files, and Connections (Ongoing)
 - a. Receive reports from COM and Presbytery meetings on ministers' status. Work with the PSF common database, COM, and Stated Clerk (who uses the General Assembly Stated Clerk Portal: eMinister website, a collection of all P.C. (U.S.A.) minister members of the Presbytery) to maintain an accurate listing of minister records and files.
 - b. Work with the PSF common database, CPM, and Stated Clerk, (who uses the General Assembly Stated Clerk Portal: Prep4Min website,) to maintain an accurate listing of upcoming minister records and files.
 - c. Assist in the annual mailing of minister member cards and letters.
4. Presbytery Meetings (February/May/August/ November)

- a. Help prepare materials for Presbytery meetings, as tasked by the Stated Clerk and Office Coordinator.
 - b. Facilitate registration for online and in-person meetings.
 - c. Prepare the PowerPoint presentation.
 - d. Attend and support (e.g., facilitate registration) Presbytery meetings, typically held in the late afternoon/ evening, in person and online. Set up and facilitate Zoom for online meetings when needed.
 - e. Coordinate logistics with the interpreters.
5. Additional Support
- a. Assist COM-EB, COM-WB, and COM-EX with agendas, meeting reminders, and paperwork. (Monthly).
 - b. As directed, help maintain all Presbytery data and files, physical and electronic.
 - c. As directed, assist with mass mailing for internal and external communications using MailChimp, distribution lists, and email as appropriate.
 - d. As directed, provide support and hospitality for presbytery events.
 - e. As directed, assist the office coordinator with administrative financial tasks.

Qualifications & Skill Sets:

- 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.
- 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.

Weekly hours: 15-20 hours per week (part-time, non-exempt/hourly employee).

Hybrid Position: Requires one day (eight hours) in person at the PSF office.

Rate of Pay: \$25.00 per hour, eligible for paid time off (holidays, vacation, and sick leave).

Thank you for your interest in the position.

Please send a cover letter, resume, and three references to openings@sfpby.org.