Job Opening: Director of Operations
Seventh Avenue Presbyterian Church

The director has responsibilities for the administrative duties of the church office, publications, web page and social media, including some graphic design work; monitors various budget line items; and oversees building management.

The half-time position requires both hands-on completion of weekly tasks as well as oversight of vendors and volunteers for various projects.

- **Communications:** The director will handle, in conjunction with pastors, all church communications, including: regular Monday email blasts and email news magazine; Sunday liturgies (bulletins/order of service); bi-annual devotionals; annual report; stewardship campaigns; and church website, social media and other communications.

- **Volunteer coordination:** The director will assist with coordination and tracking of the volunteers that work within the church.

- **Facilities:** The director will coordinate maintenance and improvements at church facilities; maintain master calendar of all events onsite; coordinate long-range planning or various long-term projects.

- **Tech support:** The director will either provide or coordinate maintenance of equipment for phone and computer systems; desktop support for existing software programs; and installation of new software programs.

The position is half time (25 hours a week) at $25/hour with limited benefits.

Please send a detailed email describing what interests you about this position and how your skills and background may be a good fit, along with a résumé/CV detailing your experience and work history. Please send that information to personnel@seventhavenuechurch.org.

Seventh Avenue Presbyterian Church is a thriving, progressive and vibrant community of faith with a history spanning more than 100 years. Located in the Inner Sunset district of San Francisco, we are socially conscious and committed to inclusion and justice.

For more information about SAPC, please see [http://seventhavenuechurch.org/](http://seventhavenuechurch.org/)