

Our Family Coalition

The mission of Our Family Coalition (OFC) is to advance equity for LGBTQ+ families with children through support, education and advocacy. We seek to create an inclusive and just world where all LGBTQ+ families with children have visibility and opportunities to thrive as valued participants in our schools, institutions, and communities. OFC brings a unique and progressive voice of families to the LGBTQ+ movement. We have a diverse staff consisting of LGBTQ+, people of color and allies. We encourage LGBTQ+ and people of color to apply for this position.

OFC is an equal opportunity employer. OFC's policies prohibit discrimination and/or harassment of any individual based on color, religion (including religious dress or grooming), sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical or mental disability, legally protected medical condition, family care status, veteran status, marital status, sexual orientation, gender identity or expression, or any other basis protected by federal, state or local law. It also prohibits discrimination and/or harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

We have the following position open and are looking to fill it immediately:

Job Title: Operations Coordinator – Temp to hire

Reports to: Executive Director

Supervises: this is a non-supervisory position

Work Location: San Francisco office

Hours: This position is full-time, 37.5 hours per week, Monday through Friday, 9am to 5pm. There will occasionally be hours requested that are outside of these standard hours. If so, alternative hours will be offered instead of overtime. Any overtime will be at the approval of the Executive Director only.

Salary range: \$25 per hour

The Operations Coordinator is the hub of the organization, providing administrative, financial, grant and office support. This position is important to the team and requires a person who is able to manage the variety of tasks in a professional and confidential manner.

The Operations Coordinator should be able to demonstrate an understanding and/or proficiency in the following areas:

- General
 - Understanding of standard office functions such as faxing, email and copying;
 - Proficient in Microsoft Office, including Word, Excel, PowerPoint, Google Mail and Google Docs
 - Good time management skills

- Strong attention to detail
- Ability to multi-task and track all projects in their various stages
- Good communication skills both verbal and written
- Human Resources
 - Manage the bi-weekly payroll process including timesheets, payroll and time off
 - Maintain confidential HR personnel files under the guidance of the Executive Director and the Board HR Committee
- Finance
 - Process and pay all invoices
 - Maintain vendor files
 - Reconcile all credit card bills and bring discrepancies to the attention of the Executive Director and Board Treasurer
 - Work with the bookkeeper to manage financial records
 - Record all checks received and prepare the bank deposit to be deposited
 - Code all incoming expenses to the appropriate funders
- Grants
 - Act as the primary liaison for the external grant writer
 - Public grants: maintain contract files, assist the leadership team as requested
 - Private grants: track and oversee due dates, communicating them to the grant writer and the Executive Director in a timely manner; assist in the submission process which includes: applications, budgets, reports, line edit narratives, supporting documentations such as insurance, forms, etc.
- Support Board of Directors
 - Assemble materials for bi-monthly board meetings
 - Coordinate meeting logistics such as location, food and childcare
 - Compile staff report
 - Produce financial reports to provide to the Finance Committee and the board
 - Assist the Executive Director with communications to the board
- General Administrative
 - Ability to support the Executive Director with basic administrative skills
 - Serve as a point of contact between the external IT support and the staff
 - Maintain inventory of office supplies, technology and equipment
 - Oversee calendar of meetings/trainings, conference room and parking
 - Maintain OFC email accounts
 - Manage/sort incoming mail, forwarding to the appropriate parties
 - Answer the phones by aiding or redirecting to the appropriate party

Education: Bachelor's Degree or four plus years of relevant work experience

Experience: General office experience is required; non-profit experience is strongly desired

Please send resumes with cover letter to Yusni Bakar (yusni@ourfamily.org) and Sharon Davidson (sharon@ourfamily.org)