



SAN  
FRANCISCO  
JEWISH  
FILM  
FESTIVAL

## **Position Announcement Office Coordinator, Jewish Film Institute**

The Jewish Film Institute (JFI) champions bold films and filmmakers that expand, evolve and reframe Jewish stories for audiences everywhere. Presenters of the world-renowned San Francisco Jewish Film Festival – the world's first and largest Jewish film festival – JFI catalyzes and inspires communities in San Francisco and around the world to expand their understanding of Jewish life and culture through film, media, and dialogue. Year round, the Jewish Film Institute promotes awareness and appreciation of the diversity of Jewish experience through multiple mediums. JFI also provides support for filmmakers, including residencies and Completion Grants.

### **POSITION SUMMARY**

The Office Coordinator is a key team member in a small and dynamic non-profit arts organization and reports to the COO. The Office Coordinator is the office administrator, provides administrative support to the Executive Director and the Board of Directors, and provides bookkeeping and HR support to the COO. In addition, the Office Coordinator supports the operational planning and execution of the San Francisco Jewish Film Festival and other Year-round JFI programs.

*The Office Coordinator is a non-exempt full-time (37.5 hours/week) position. Peak periods and special events including the San Francisco Jewish Film Festival may require expanded hours, occasional evenings, and a more flexible work schedule.*

### **DUTIES AND RESPONSIBILITIES:**

#### *Administrative*

- Provide high level of customer service; welcome visitors to the office and answer, respond and direct incoming phone calls.
- Oversee general office operations including managing and organizing office supplies, managing incoming and outgoing mail, and oversee phone systems.
- Provide administrative support to the Executive Director, including managing her calendar.
- Support the Board of Directors, including scheduling and organizing board and committee meetings, organizing and distributing materials, and taking minutes at quarterly meetings.
- Coordinate membership support with Development Department, including entering member information, processing credit card payments, and resolving member issues.

#### *Bookkeeping*

- Process Accounts Payable including managing vendors, entering invoices, printing checks, mailing payments, and filing paperwork.
- Open incoming mail, record checks, and create deposits.
- Additional bookkeeping tasks as directed.

#### *Human Resources*

- Oversee and organize employee files.
- Support staff recruitment by placing ads and scheduling interviews.
- Create new employee packets and organize new employee orientations including benefit enrollment.

#### *Festival and Program Operations and Production Support*

- Support Development Department in securing in-kind donations as needed.
- Provide general pre-production assistance with box office and signage, etc.
- Provide general support for year round screenings and events as directed by COO and Festival Operations Manager.

### **QUALIFICATIONS and SKILLS:**

- Two or more years of administrative coordinator or office administration experience.
- Basic knowledge of bookkeeping and HR management.
- Fanatical about organization and strong attention to detail.
- Excellent communication skills and comfortable speaking to board members, vendors, and patrons. Professional demeanor and demonstrated poise in working with the public.
- Proactive problem solver and communicator.
- Able to keep multiple balls in the air at one time- and enjoy it.
- Proficient in Microsoft Office and Google Suite.
- Experience in Quick Books, Agile Ticketing, and Donor Perfect, or similar systems preferred.
- Knowledge of basic HTML, Adobe Creative Suite, and Filemaker Pro a plus.
- Interest in film or the arts and its power to change is a plus.

### **TO APPLY**

Please send cover letter and resumé via email to [opportunities@jfi.org](mailto:opportunities@jfi.org) with “Office Coordinator” as the subject.

*JFI is an equal opportunity employer. Applicants for paid and volunteer positions, and employees seeking advancement, are considered on the basis of their qualifications, and without regard to race, color, national origin or ancestry, religion, age, sex, perceived gender, sexual orientation, marital or veteran status, HIV status or medical condition, mental or physical disability, or any other characteristic made unlawful by federal, state or local laws.*