Friends of St. Francis Childcare Center is a private,non-profit, non-sectarian childcare center. The Center is located at 50 Belcher Street in the Duboce Triangle neighborhood of San Francisco. We are looking to hire an **ADMINISTRATIVE COORDINATOR**. Up to 30 hours per week with occasional evenings required. Three years office experience in non-profit or a state funded program preferred.  Spanish bilingual skills helpful.  Excellent computer skills (Word, Excel, fundraising software, databases, newsletter templates, Google Docs, etc.). Flexible, ability to multitask and detail oriented. Salary DOE.  To apply submit your resume to [fosfjobs@gmail.com](mailto:fosfjobs@gmail.com)

Friends of St. Francis is an Equal Opportunity Employer