



Allegany  
Franciscan  
Ministries

A Member of Trinity Health

# Candidate Information Packet

## *Administrative and Grant Services Coordinator*

November 15, 2022

### **Contents:**

- Position Announcement (page 2)
- Detailed Job Description (pages 3-6)
- Benefits Summary (page 7)
- Timeline/Process for Recruitment (page 8)
- Probable Interview Flow & Questions (pages 9 – 12)



Allegany Franciscan Ministries, Palm Harbor, FL  
**Position Announcement ~ November 15, 2022**  
**~~ Administrative and Grant Services Coordinator ~~**

***Ready to use your skills to support an amazing, mission-focused team? If so, join us!***

***Allegany Franciscan Ministries is seeking a team member to provide comprehensive administrative services, database management, and bookkeeping.***

The Administrative and Grant Services Coordinator provides administrative and logistical support to the Allegany Franciscan Ministries (Allegany) staff team. They manage accounts payable, perform related bookkeeping activities, and assist with preparation and tracking of the budget. They organize and expedite team workflow, and coordinate meeting schedules, calendars, and travel. They maintain Allegany's physical office space and support team members working onsite or remotely with business needs, provide event management, and extend quality customer service to Allegany's board of directors, committees, and community partners.

This full-time, non-exempt position reports to the Vice President of Operations and works closely with all members of Allegany's eight-person staff team, most of whom work remotely. While physically based at Allegany's Palm Harbor Florida office, the Coordinator may work remotely part of the time.

Allegany is a non-profit organization inspired by the [Franciscan Sisters of Allegany](#) and is a member of [Trinity Health](#). We award grants and build partnerships to achieve our vision that "*the communities we serve will become ever more just, equitable, and caring; everyone in our communities will be welcomed and have the resources to thrive*". Our commitment to this vision means that an understanding – gained through professional or personal experience – of the communities we serve, especially communities who have been historically marginalized, is critical to this position's success.

Ideal candidates will connect deeply with Allegany's [mission, vision, and values](#). Team members at Allegany are characterized by integrity and caring, and energized by multiple, quickly changing priorities. The Coordinator must have comprehensive knowledge and experience with business office practices; attention to detail, organizational skills and follow through are critical to this position's success. They must be able to independently and accurately complete bookkeeping and accounts payable activities using QuickBooks and other platforms. Experience with non-profit or foundation/grant-making organizations is a plus.

The expected starting pay range for this position is \$55,000 to \$60,000. To receive a detailed job description and candidate information packet, email Faith Pullen (she/hers) at [FPullen@afmfl.org](mailto:FPullen@afmfl.org). Applications will be reviewed as they are submitted; the position will remain open until filled. Please [CLICK HERE](#) to apply.

**We welcome and encourage *all* qualified persons to apply.** Equal employment opportunities and having a diverse, welcoming, and inclusive staff team are foundational to Allegany Franciscan Ministries. Employment opportunities are based upon capabilities and qualifications without regard to status including race, color, religion, sex (including sexual orientation, gender identity, and gender expression), pregnancy, national origin, ancestry, age, physical or mental ability, marital status, genetic information (including testing and characteristics), or military or veteran status, among others.



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## TRINITY HEALTH POSITION DESCRIPTION

<b>Job Code:</b>	T2070	<b>Title:</b>	Administrative and Grant Services Coordinator
<b>Date:</b>	April 2021; rev 9.2022	<b>Department:</b>	Mission Health Ministry, Allegany Franciscan Ministries
<b>FLSA:</b>	Non-Exempt	<b>Reports To:</b>	VP of Operations, Allegany Franciscan Ministries
<b>Grade:</b>	SO_TH_10	<b>Approved By:</b>	President & CEO, Allegany Franciscan Ministries

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### POSITION PURPOSE

Together with all Allegany Franciscan Ministries colleagues, is responsible to support and promote the overall mission, goals and organizational culture of Allegany Franciscan Ministries. Has a key role in maintaining Allegany's operational capacity. Manages comprehensive administrative functions including operational support to the Allegany Franciscan Ministries staff team in a consistent, efficient, and effective manner. Manages bookkeeping functions for all grants and operations activities. Leads first level communication with grant partners. Coordinates scheduling, travel, inventory, and vendor relations.

### ESSENTIAL FUNCTIONS

#### Financial Responsibilities

1. Manages, maintains, and reconciles accounts payables and performs related bookkeeping activities. Issues operating and grants checks and ACH payments; maintains and reconciles all staff expense reimbursements, ensuring appropriate documentation. Utilizes QuickBooks, maintains records and creates reports as needed. Interfaces with accounting firm and provides data for journal entries.
2. Manages, modifies, and updates records; generates reports utilizing appropriate software. Compiles and calculates data.
3. Enters payment documentation into the online grant management software and develops ad hoc reports. Ensures documentation accurately represents funding decisions and actions. Provides reports and data needed for Form 990 submission by Trinity Health, and for annual Agreed-Upon-Procedures review by external audit firm.
4. Supports preparation and management of annual operating budget. Provides financial information necessary for development of budget; creates and maintains reports of specified financial indicators.

## **Grant Responsibilities**

1. Serves as first level contact for grant partners. Provides general information and guidance on grant options. Researches and gives information in response to inquiries. Directs to appropriate team members as necessary.
2. Conducts monthly QuickBooks grant reconciliation.
3. Collects, sorts, and analyzes grant information and provides necessary reports.

## **Administrative Responsibilities**

1. Knows, understands, incorporates, and demonstrates the Trinity Health Mission, and Values, and Allegany Franciscan Ministries' Vision, in behaviors, practices, and decisions.
2. Initiates and performs general office functions. Copies, faxes, scans, and distributes documents. Receives, opens, and routes mail and deliveries. Sets-up, organizes, and maintains manual and electronic file systems and maintains mailing lists. Provides technology support for office equipment and IT related issues; maintains relationship with office and IT vendors.
3. Leads the coordination of and maintains calendaring system. Schedules meetings for staff, board, and committees. Makes room reservations and arranges logistics. Makes internal and external room reservations and arranges logistics. Creates and confirms video-conferencing meetings. Manages vendor relationships including arranging catering services and travel.
4. Manages and maintains physical office space. Ensures safe, clean, and comfortable workspace. Oversees equipment inventory and maintenance, orders office supplies and materials. Responsible for vendor, lease, and other contract organization in MediTrac system. Interfaces with property owner, vendors, and suppliers as needed. Researches new vendors to ensure best pricing and services.
5. Organizes, monitors, and expedites team workflow. Initiates follow-up on pending matters, resolves day-to-day operational problems and responds to information requests and general inquiries or refers to appropriate resource.
6. Participates in and assists staff with ad-hoc special projects requiring researching, compiling, and formatting data to create reports. Establishes, utilizes and maintains database systems.
7. Other duties as needed and assigned by the manager.
8. Maintains a working knowledge of applicable Federal, State, and local laws and regulations, Trinity Health's Organizational Integrity Program, Standards of Conduct, as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical, and professional behavior.

## **Communication Responsibilities**

1. Handles confidential and sensitive information. Exercises judgment and utilizes discretion in obtaining and exchanging information.
2. Responds to and directs incoming calls and receives visitors.

3. Provides quality customer service to Board and other committees. Prepares and distributes meeting materials. Takes minutes and prepares and distributes meeting summaries and minutes. Coordinates and communicates travel logistics.
4. Participates with Allegany Franciscan Ministries' staff team in ongoing organizational communication, strategic planning, and internal team building, and supports organizational culture.

## **MINIMUM QUALIFICATIONS**

1. Must possess a comprehensive knowledge of business office methods and practices, as normally obtained through a Bachelor's degree in business administration, public administration or related field and four years' experience in an office management or administrative assistant role supporting executives and Boards preferably in a foundation work environment or a combination of education and experience.
2. Advanced proficiency with Microsoft product suite (and QuickBooks. Extensive knowledge and experience with Outlook, calendaring systems, video conferencing programs such as Zoom, and Teams.
3. Strong organizational skills with attention to detail. Ability to accomplish assignments accurately and promptly.
4. Demonstrated ability to adhere to, understand and articulate internal operations, services, goals, project timetables, guidelines, and policies.
5. Strong analytical and problem-solving skills to research, compile and analyze data from multiple sources.
6. Ability to understand and perform mathematical computations to accurately process expense reports, monitor disbursements and reimbursements.
7. Demonstrated ability to work independently, without formal instruction and to adapt quickly to competing priorities, conflicting deadlines, and unexpected assignments.
8. Ability to resolve problems and exercise judgment and initiative in achieving end-results and maximizing outcomes.
9. Ability to accomplish assignments accurately and promptly to garner credibility, confidence, and support. Ability to plan, organize and accomplish assignments in an efficient and effective manner and with a high degree of professionalism.
10. Strong interpersonal and human relations skills to communicate effectively. Professional telephone and email etiquette skills.
11. Excellent verbal and written communication skills, using discretion and sound judgment in handling confidential and sensitive information and materials.
12. Ability to compose and edit correspondence utilizing accurate grammatical construction, proofreading, and spelling skills.
13. Must be comfortable operating in a collaborative, shared leadership environment.
14. Must possess a personal presence that is characterized by a sense of honesty, integrity, and caring with the ability to inspire and motivate others to promote the philosophy, mission, vision, goals, and values of Trinity Health.

## **PHYSICAL AND MENTAL REQUIREMENTS AND WORKING CONDITIONS**

1. Must be able to set and organize own work priorities and adapt to them as they change frequently. Must be able to work concurrently on a variety of tasks/projects in an environment that may be stressful with individuals having diverse personalities and work styles.
2. Must possess the ability to comply with Trinity Health policies and procedures.
3. Must be able to communicate frequently, in person, videoconference and over the telephone, with people in several different locations.
4. Work environment requires the ability to concentrate, meet deadlines, work on several competing priorities and projects and adapt to interruptions.
5. Allegany Franciscan Ministries operates as a distributed work force with one central office. Must be able to work remotely. Must be able to work a hybrid schedule consisting of a remote and in-person mutually agreed-upon schedule.

## **HIRING SALARY RANGE**

\$55,000 - \$60,000 with comprehensive benefits package.

[CLICK HERE TO APPLY](#) through our parent company Trinity Health's application process.

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**Allegany Franciscan Ministries**  
**Administrative and Grant Services Coordinator**  
**Summary of Benefits** (updated 10/19/22)

Note: This listing of benefits is intended to provide a summary of available benefits and does not constitute a guarantee. In addition, benefits as set by Trinity Health may change especially during renewal periods. Specific information regarding benefits will be provided by Trinity Health Human Resources later in the process.

- The position is based at Allegany Franciscan Ministries' Palm Harbor office (33920 US Highway 19 N, Suite 269, Palm Harbor, FL). Because of their responsibilities for facilities and bookkeeping, the Administrative & Grant Services Coordinator is expected to be in the office at least part time each week. May be 100% in the office or split time working remotely with time in office.
- Comfortable and generally quiet office environment including private office.
- Hours 8 am – 5 pm; flexibility is possible. Evenings and weekend work requirements are very rare. Significant autonomy in workday including time for family or other commitments.
- Safe environment; all colleagues are required to be vaccinated against influenza and COVID-19; additional protocols are employed for the safety and wellness of colleagues, volunteers, and partners.
- While we are an organization of eight colleagues, we are a member of a much larger national organization, Trinity Health, which provides large scale services and expertise.
- Health care benefits through Blue Cross Blue Shield of Michigan – colleague may select level of service. Includes family. Allegany Franciscan Ministries currently covers approximately 70% of insurance cost.
- Dental insurance through Delta Dental for colleague & dependents – Allegany covers approximately half of insurance expense.
- Vision insurance through United Health Care available for colleague to purchase for self and dependents.
- Basic life insurance and AD&D at 1x salary is provided at no cost to colleague; voluntary supplemental life insurance for colleague or partner/children may be purchased.
- Short- and Long-Term Disability Insurance.
- Matched 403(b) retirement savings plan through Fidelity.
- Healthcare and Dependent Care FSAs available.
- EAP through CareBridge.
- PTO, 7 paid holidays and 1 floating holiday. \*Note this is a non-exempt position.
- A commitment to continued professional development, networking, and learning opportunities.
- An amazing staff team with excellent leadership and an engaged board of directors working together.

**Allegany Franciscan Ministries**  
**Administrative and Grant Services Coordinator**  
**Recruitment & Hiring Process Timeline – (updated 11/15/22)**

*This position is currently vacant; Allegany Franciscan Ministries will move expeditiously to identify a new team member.*

Week of November 14	Advertise and begin to receive resumes (Trinity Health) Allegany posts on website & social media incl in specific FB groups, FPN, PEAK, GEO etc. job boards, asks personal contacts to share. See Job Site Posting Info spreadsheet. One-page announcement, link to full Candidates' Information Packet including timeline, process, full JD, benefits list, and interview questions.
Beginning December 1 Ongoing until closed	Faith Pullen (VP Operations) review resumes screened by TH, selects candidates for initial Zoom interview, schedules and conducts initial interviews.
Weekly until closed	Email communication sent to applicants not selected for interview.
Weekly until closed	Faith communicates with candidates after first interview, sets up 2 <sup>nd</sup> interview or declines further review.
Weekly until closed	2nd round Zoom interviews, Faith & Eileen
As needed until closed	Final in-person interview top candidate(s) – may include meet w/members of staff team.
January 2 or sooner	Faith chooses top candidate; TH begins reference checks, background & drug screens
January 9 or sooner	Extend offer



**Allegany Franciscan Ministries**  
**Administrative and Grant Services Coordinator**  
**Probable Interview Flow & Questions (updated 11/15/2022)**

The outline below is a general plan for how the interviews will flow. Our job interviews are meant to be dynamic, providing both Allegany Franciscan Ministries (Allegany) and the candidate with opportunities to share and to learn. Candidates are not expected to prepare formal answers to these questions; the questions are provided here to be transparent and efficient, and so candidates know what to expect. Questions may change as the process unfolds.

Initial interviews will take place with Faith Pullen, Vice President of Operations; additional members of the staff team may join the second or final interviews.

**Initial Interview (Virtual – Zoom - 30 minutes)**

Timeline below is approximate; the first interview is designed to be more relaxed and informal.

**5 minutes (Faith Pullen)**

- Welcome
- Review the process/expected timeline
- Describe Allegany and the position, briefly.

**10 minutes (Candidate)**

- Opportunity to ask any questions related to Allegany or the position.

**10 minutes – Questions**

- Tell me a little bit about yourself and what you are doing now/have done recently/what are your major responsibilities/what is a typical day like in your current job?
- What is your specific experience in providing administrative office support?
- What is your specific bookkeeping experience?
- What about this position most interests you?
- What do you suppose would be the greatest challenge for you in this job?

**5 minutes – Wrap Up**

- Opportunity for candidate to ask any additional questions and for Faith to review next steps/expectations.

## **Second Interview (Virtual – Zoom - 1 hour) \*may be in-person**

Timing is approximate. There won't be time for all the questions, and additional questions may be added based upon the first interview. The candidate may also be asked to bring or send in writing sample(s) or completing an exercise to help assess computer, bookkeeping, analytic, or communication skills. Eileen Coogan (CEO) may join this conversation.

### **5 minutes (Faith)**

Update on the process and next steps.

### **10 minutes (Candidate)**

- Opportunity to ask questions.

### **35 minutes – Questions/Dialogue**

- Now that you have had a chance to further review the job description, and in thinking about our last conversation, tell me more about the skills and experiences you have that are most relevant to this position. Be specific.
  - Bookkeeping or accounting
  - Using Microsoft product suite
  - Organizing travel and events
  - Maintaining/meeting physical office needs
- Our vision is that “the communities we serve will become ever more just, equitable, and caring; everyone in our communities will be welcomed and have the resources to thrive”. Our commitment to this vision means that an understanding – gained through professional or personal experience – of the communities we serve, especially communities who have been historically marginalized, is critical to this position’s success. Can you share your experience with communities that have been marginalized?
- This position requires a very high level of organization, follow through and attention to detail. How do you organize your time and work projects? Describe your organizational skills and how you use them to enhance your job performance.
- What is the most satisfying job you ever had, and why?
- What kind of relationship do you prefer with your supervisor? (Any examples of “good” or “bad” supervisory relationships you’ve had?) How would your current/most recent supervisor describe you?
- Describe the work environment or culture in which you are most productive and happy.
- What makes you an effective, valued coworker?
- At your last job, how did you fill downtime?
- What else should we have asked you?

## **10 minutes - Wrap-Up**

- Opportunity for candidate to ask any additional questions and for Faith to review next steps/expectations.

## **Third/Final Interview (In Person – 60 minutes)**

Physical distancing will be maintained throughout this in-person interview. All interviewers have been fully vaccinated & boosted.

Timing is approximate. There won't be time for all the questions, and additional questions may be added based upon the first two conversations. The candidate may also be sent Allegany financial or other information to review, with detail about why (for example, to assess how well the candidate understands and can interpret Excel document; the candidate will not be asked to create any products.)

## **10 minutes – Welcome, tour of office space, introduction of any other staff who may be present.**

### **10 minutes (Candidate)**

- Opportunity to ask questions

### **30 minutes – Questions/Dialogue**

There are likely to be follow-up questions from first/second interview, and some of these questions will already have been addressed. The questions are unlikely to be asked in the order listed.

- Why are you looking to leave your current job/why did you leave your most recent job?
- What if any is your experience working with a department or organization within a larger organization/system?
- Tell me about a time when you disagreed with the actions or decisions of your manager or supervisor. How did you approach the situation? Was the situation resolved to your satisfaction?
- Tell me about a situation where you worked hard on something and were then told to change and do it some other way. How did you feel about it? How did you respond and handle the situation?
- What part of your work have you found most frustrating or unsatisfying?
- Have you participated in communication or leadership assessments? What did you learn about yourself or others?

- What are three examples of the kinds of behaviors, actions, or attitudes you are most likely to conflict with at work? Can you give me an example of a situation you addressed in the past? How was it resolved?
- Have you ever introduced a new idea, policy, or process that departed from the usual way of doing things? If so, what did you do to gain cooperation and how did it work out?

**10 minutes – Wrap up and next steps**