



Allegany Franciscan Ministries, Palm Harbor, FL
Position Announcement ~ May 28, 2021
~~ **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 position plays an important role in supporting Allegany's work to build healthier, safer, and more connected communities.

The Administrative and Grant Services Coordinator provides administrative and logistical support to the Allegany Franciscan Ministries (Allegany) staff team. They organize and expedite team workflow, and coordinate meeting schedules, calendars, and travel. They manage accounts payable, perform related bookkeeping activities, and assist with preparation and tracking of the budget. They maintain Allegany's physical office space and support team members working 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 VP 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 office, the Coordinator will also be remote part of the time.

Allegany is a non-profit organization inspired by the Franciscan Sisters of Allegany and is a member of Trinity Health. 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 helpful.

Ideal candidates will connect deeply with Allegany's [mission, vision, and values](#). Successful team members at Allegany are characterized by honesty, integrity, and caring, and are energized by a collaborative, shared leadership environment with multiple, quickly changing priorities and deadlines. The Allegany team depends on the Coordinator to have a comprehensive knowledge of business office practices, normally obtained through a high school diploma and four or more years of experience in an office management or administrative assistant role. The person must be able to independently complete bookkeeping and accounts payable activities using QuickBooks and other platforms. Experience with non-profit or foundation/grant-making organizations is a plus.

Allegany Franciscan Ministries, through our parent company Trinity Health, offers an excellent benefits package; the expected starting pay range for this position is \$50,000 to \$55,000. To receive a detailed job description, email Lise Landry Alives (she/hers) at llandryalives@afmfl.org.

Applications will be reviewed as they are submitted; the position will remain open until filled. Please [CLICK HERE](#) to submit an application. **We welcome and encourage all qualified persons to apply.** Equal employment opportunity and having a diverse 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 and gender identity), pregnancy, national origin, ancestry, age, physical or mental ability, marital status, genetic information (including testing and characteristics), or veteran status, among others.