

Job Announcement:

Administrative Program Coordinator



Gleneden Beach, Lincoln County, Oregon

Serving seniors and people living with disabilities in all of Lincoln County

Do you want to work in an environment where your passion to help people on a one-to-one basis is appreciated? Where your life skills, not merely your technical abilities, are highly valued? Where your ideas about how to change your job description and activities isn't just tolerated, it's encouraged? Where "have fun" is an integral part of every workday? We invite you to learn more about NESS and how we treat our members, our employees, our volunteers and each other. This might be your next and most fun ever job!

NESS, attempting to avoid discrimination in hiring and to promote diversity, inclusion, and equity in the workplace, will not be accepting resumes or curriculum vitae or the customary job application that could unknowingly provide biased information about the individual seeking employment with NESS.

North End Senior Solutions (NESS), a nonprofit 501(3) C organization, seeks an Administrative Program Coordinator. Reporting to the Executive Director, the Board President, the Board Treasurer and the Board of Directors, the ideal candidate will be proactive and self-directed in providing administrative and accounting support for the various NESS Programs.

ESSENTIALS:

- Professionalism,
- Bookkeeping/accounting background
- The ability to cultivate relationships,
- The ability and willingness to share knowledge,
- And the flexibility to adapt to the changing needs and priorities of the organization

Teaming with NESS requires you to have a passion for encouraging yourself and others to be the best they can be—always learning, creating, sharing knowledge.

Mission: NESS is a nonprofit whose mission is to ensure the safety, comfort, and well-being of seniors and people living with disabilities, and to help them fulfill their desire to remain living independently at home or in a community-based home.

DEIB: A **diverse, equitable, and inclusive**, workplace at North End Senior Solutions is one where all employees, volunteers, and participants feel they **belong**, are valued and respected, whatever their gender, race, ethnicity, national origin, sexual orientation or identity, **age, education or disability**. NESS is committed to a nondiscriminatory approach and provides equal opportunity for employment and advancement in all of our departments and programs. We

respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

With a goal of leveling the playing field within our nonprofit, we are committed to modeling diversity and inclusion for all of society and to maintaining an inclusive environment with equitable treatment for everyone.

NESS, attempting to avoid discrimination in hiring and to promote diversity, inclusion, and equity in the workplace, will not be accepting resumes or curriculum vitae or the customary job application that provides information about the individual seeking employment with NESS.

Instead, as we describe the performance and skill expectations of the Administrative Program Coordinator, we will ask the applicants questions about themselves and their level of experience as it may relate to this job. In other words, there are no wrong answers. The applicant simply indicates their level of skills, talents, experiences, and willingness to learn.

To start:

Please avoid providing any information that would reveal your identity, gender, age, race, etc.

Provide an anonymous email address:_____.

And then, save this pdf file with your email address as part of the title and when completed, return to northenders@northenders.org with the subject APC (Administrative Program Coordinator)

All of information that you provide through this job application will be associated solely through this “new” and anonymous email address. Where your name would normally go, (at the top of the answer page for example) you will simply type your email address. Any questions we may have, we will ask via email. Likewise, any questions you may have, please ask in email.

Our evaluation as to whether you’re a good candidate for this position, or not, will come solely through your answers and comments within this application and any answers or discussions communicated through email. If we decide to offer you this position, we will notify you through email. If you accept, we will meet you on the first day of employment. We will give you instructions through email, NO INTERVIEWS!

This is an experiment in creating more diversity within our organization.

Let's Begin: Section I

When relating to or caring for elders and people living with disabilities, to what extent do you believe the following? (Circle the best answer or type in your own answer)

1. You believe that you know what the person needs better than he or she knows.

Most of the Time Sometimes Depends on their disability Not at all

My answer:

2. You believe it is your responsibility to take care of others

Most of the Time Sometimes Depends on their disability Not at all

My answer:

3. You identify with being a "caregiver" and feel uncomfortable stepping out of that role and being empathic.

Most of the Time Sometimes Depends on their disability Not at all

My answer:

4. You feel the other person's pain and suffering and can't be happy yourself when you're around people with disabilities.

Most of the Time Sometimes Depends on their disability Not at all

My answer:

5. You believe that the disadvantaged person doesn't have sufficient inner or outer resources and therefore take it upon yourself to watch out for their care and self-care

Most of the Time Sometimes Depends on their disability Not at all

My answer:

6. Your conscious or unconscious beliefs force you to take on other people's suffering. You have a "need" to suffer and look for people or situations over which to suffer.

Most of the Time Sometimes Depends on their disability Not at all

My answer:

The above evaluation is modified from: *Say what Matters*, by Oren Jay Sofer

Section II:

The following Sway Slide Show is presented to Board Members, Committee Members, employees, volunteers and others. As a nonprofit, the whole team is expected to help recruit others to join North End Senior Solutions in various capacities. The Administrative Program Coordinator is a salaried position, unlike Board Members who are volunteers. We present this slide show as part of the job application as a way to brand the NESS mission and to foster applicants' readiness to be active in the mission.

Of the reasons suggested in the Sway Slide Show, (or maybe you have an even better reason) insert your reason for wanting to work for NESS in the attached Answer Sheet in the space provided under Question #1, on page 13.



NESS's Nominating Committee is Us

Board of Directors is a Volunteer Position

[Go to this Sway](#)

If you see no reason for working with NESS, please stop here. Please, do visit our website to see how NESS may help you, your family, or someone you may know. <https://northenders.org/>

Section III:

NESS is mission driven, committed to their employees and community, investing in each individual's personal development and well-being. NESS is where life, work, and passions meld.

Future Advancements Steps:

1. Administrative Program Coordinator (this application)
2. Senior Administrative Program Coordinator
3. Financial Director

Introducing North End Senior Solutions—NESS, a growing nonprofit, was established in 2010, over 13 years ago, when the founders realized there were few or limited services and activities for elders and people living with disabilities in the Lincoln County community.

Believing that everyone has a purpose, and has something to contribute regardless of age, physical, cognitive, or financial status, NESS provides a safe, joyous, and welcoming place where old and young gather to share knowledge, to tell stories (no matter how far-fetched), and to continue to grow, achieving their highest potential and personal transcendence.

Administrative Program Coordinator Job Responsibilities:

Do you have a strong accounting background, pay attention to detail, complete tasks with great accuracy, and want to support our purpose-centered team and contribute to our growing programs?

If not, then this job is not for you. Perhaps you will consider the job of NESS Program Assistant. See the job description at this link. <https://northenders.org/employees/>.

If your answer is yes, describe examples of your bookkeeping/accounting abilities in #2 of the Answer Sheet. Please list your outstanding work habits in #3. What do you have to contribute to NESS? (Hobbies, talents, musical abilities, writing, etc.) Please list in #4 (See page 13)

Section IV: Accounting Skills Evaluation

In this next section, Accounting Skills, please rank your level of skill from 1-10 circling or adding a number in the box.

1. Competent using QuickBooks Online and MS Excel

Not at All	Willing to learn	Know a little	Use both often	Expert
1 -----	3 -----	5 -----	7 -----	10

2. Keep track of employee/volunteer hours, and complete bi-monthly payroll

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

3. Prepare Payroll reports and make payroll tax deposits, complete and distribute year-ending W-2s.

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

4. Ensure employee files are in compliance; complete background checks

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

5. Pay vendor invoices in a timely manner, recording to appropriate expense account

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

6. Track billable hours and invoice for services to private pay, Medicaid, and insurance companies.

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

a.

7. Oversees and records expenses for all NESS programs and operations.

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

8. Track and record restricted funding

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

9. Reconcile accounts payable transactions

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

10. Obtain W-9 information from vendors, assist in preparation of annual 1099 reporting

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

11. Prepare financial statements, program and organizational budgets, presenting quarterly updates of costs to date to Board of Directors (within QB)

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

12. Help complete annual 990s and Oregon Charitable Organization report.

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

13. Creatively build financial reserves and resources to accommodate employee family leave and future paid vacations and salaries increases for this position. (Current funding for this position is secured for one year.)

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

Section V: Please complete this quick bookkeeping quiz at this link: [Quiz](#)

Section VI: Administrative Duties Evaluation

In this next section, Administrative Duties, please rank your level of skill from 1-10 circling or adding a number in the box.

1. Help to improves and constantly update administrative/accounting procedures and policies.

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

2. Suggests systems and procedures revisions by first learning current operating practices, computer systems and software, and then suggesting improvements.

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

3. Provide information, training, and coaching in order for other competent staff to collaborate with financial and administrative tasks.

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

4. Collaborate to schedules meetings, tract webinars, maintain various calendars and train staff to use shared calendars

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

5. Willing to answers phone when necessary and help maintain digital and physical records.
6. Assists in preparation of reports and presentations and helps present and illustrate

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

budgeting process.

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

7. Maintains rapport with participants, families, volunteers, managers, and employees.
(requires working on-site most of the time)

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

8. Contribute to existing and new programs by researching, surveying participants, families, and the community in order to develop new services or methods.

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

9. Excellent at cultivating in-house and community relationships

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

10. Has a Growth Mindset and Innovative Mindset or willing to learn to

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

11. Experience with Microsoft Office 360, including Excel and Office Suite. NESS collaborates as an intranet team on Microsoft SharePoint, which includes a huge catalog of MS programs, like Sway, Teams, Planner, Stream, and many more.

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

12. Presentation skills

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

13. Administrative writing and editing skills

Not willing	Willing to learn	Know a little	Can do	Expert
1 -----	3 -----	5 -----	7 -----	10

Section VII: Work Hours, Salary and Benefit

- Full time, 9:00 am to 5:00 pm includes working lunch
- Flexible hours (some can be remote after training and established rapport.)
- 33K-56K yearly, (\$15-27 hourly) DOE
- Health Reimbursement Account HRA
- Future Budget and Funding to allow for paid sick and time off. (none at this time)

NESS aims to compensate well, ensuring that employees need not work another job or worrying about affording the best of living conditions. As noted above, staff needs to be creative in designing profitable and sustainable programs that will allow high wages, vacations, and health benefits.

Beyond wages and benefits, NESS envisions an environment in which members can continue growing and achieving their highest potential. How we make this possible financially and environmentally becomes everyone's job description.

Please complete the following Mindset Quiz on the next page.

MINDSET QUIZ & SCORING SHEET Please read each statement carefully and then indicate the extent to which you agree or disagree, and then give yourself the corresponding point value. The Mindset Quiz was developed by Dweck, Carol (2008). Mindset: The new psychology of success. Random House Digital, Inc

Question	Strongly Agree	Agree	Mostly Agree	Mostly Disagree	Disagree	Strongly Disagree	My Score
You have a certain amount of intelligence, and you can't really do much to change it	0	1	2	3	4	5	
Your intelligence is something about you that you can't change very much	0	1	2	3	4	5	
No matter who you are, you can significantly change your intelligence level	5	4	3	2	1	0	
To be honest, you can't really change how intelligent you are	0	1	2	3	4	5	
You can always substantially change how intelligent you are	5	4	3	2	1	0	
You can learn new things, but you can't really change your basic intelligence	0	1	2	3	4	5	
No matter how much intelligence you have, you can always change it quite a bit	5	4	3	2	1	0	
You can change even your basic intelligence level considerably	5	4	3	2	1	0	
You have a certain amount of talent, and you can't really do much to change it	0	1	2	3	4	5	
Your talent in an area is something about you that you can't change very much	0	1	2	3	4	5	
No matter who you are, you can significantly change your level of talent	5	4	3	2	1	0	
To be honest, you can't really change how much talent you have	0	1	2	3	4	5	
You can always substantially change how much talent you have	5	4	3	2	1	0	
You can learn new things, but you can't really change your basic level of talent	0	1	2	3	4	5	
No matter how much talent you have, you can always change it quite a bit	5	4	3	2	1	0	
You can change even your basic level of talent considerably	5	4	3	2	1	0	

Administrative Program Coordinator

Job Application Answer Sheet

1. Of the reasons suggested in the Sway Slide Show, titled *Nominating Committee is us*, what is your reason for wanted to work at NESS?
 - a. I want to retire here and live a long life in this community.
 - b. I want NESS to ensure my safety, comfort, and well-being as I age, I don't have family to care for me.
 - c. I want NESS to provide a residential care home in our community so I don't have to move to the valley for services.
 - d. I plan to leave the community and go live with or near my children who will take care of me as I age; HOWEVER I support NESS's Mission and I want to help before I retire and leave the community. I have the Skills that you need.
 - e. I don't know if I'll stay here or not, but I understand the importance of fundraising, and I want to learn to be a great fundraiser.
 - f. My better reason:
2. Describe examples of your bookkeeping/accounting abilities, experiences you're proud having accomplished:
3. List your outstanding work habits:

4. What else do you have to contribute to NESS? hobbies, talents, musical abilities, writing skills?

Please email this completed application (PDF.file) to Northenders@northenders.org with the subject APC (Administrative Program Coordinator)