

Forest Grove Temporary Emergency Shelter
Invites applications for the position of:

Forest Grove Temporary Emergency Operations Support Coordinator

Compensation: \$15 per hour. Estimate 5-10 hours per week. No benefits.

TEMPORARY POSITION, FOR SEPTEMBER 2018 – APRIL 2019

Opening Date: August 1, 2018

Closing Date: Until filled or August 31, 2018

The Position

Forest Grove Temporary Emergency Shelter (FG-TES) was opened in 2007 at the Forest Grove United Church of Christ (FG-UCC), providing 15 adults and 2 families with a warm, safe place for the night. Since 2015, the FG-TES is a collaboration between FG-UCC and Old Town Forest Grove Church, each providing two nights of shelter per week. The shelters operate as part of the Washington County Coordinated Response Plan.

The Operations Support Coordinator will act as primary contact for assigned operational responsibilities and be responsive to UCC and Old Town Church. This person is primarily responsible for administering financial expenditures, reimbursement and reporting responsibilities between the nonprofit shelters and funding sources.

The position requires a public-service oriented individual, with excellent organizational and administrative skills. The successful candidate will be able to manage multiple tasks and communicate effectively with multiple government agencies and nonprofit organizations.

Responsibilities

Essential functions of the job include:

- Understand policy guidelines to identify processes needed to meet agency requirements.
- Develop and disseminate information and notifications regarding funding policies.
- Plan and coordinate program budgets in cooperation with the supervisor.
- Assist in identifying best ways in which to utilize grant funds (sourcing and purchasing).
- Process reimbursement requests through funding sources.
- Manage financial reports and developing necessary forms and files.
- Complete all reports following reporting requirements as outlined in grant policies.
- Other daily operating duties to include accurate posting of expenditures, internal communication on use of funds, reimbursement requests processed and balanced.

This position will be provided with all appropriate policies and will work with the Business Manager to issue checks and attribute expenses to the appropriate accounts. There will be specialized training provided for the reporting function.

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The Ideal candidate

Minimum Qualifications:

- Basic office experience: use of general office equipment and experience with administrative duties, including proficiency with general office software.
- Understanding of business fundamentals: completing a financial statement, ability to read and adhere to policy guidelines, and creating reports in excel.
- Detail oriented, strong time-management skills, and solid written and oral communication skills.

Preferred Qualifications:

- Experience in working with homeless individuals and exposure to social work.

How to Apply

Send your resume and a cover letter to Brian Schimmel at: brians@oldtownfg.com

In your cover letter, please include responses to the following:

- Why does this position interest you?
- What experience do you have working in an operational support position?
- What are your academic goals and career interest?
- Please describe any training or experience you have with supporting financial and reporting responsibilities.