



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

## JOB DESCRIPTION

**Position Title: Lead Program Specialist – Recruitment**

**FLSA: Non-Exempt**

**Class Title: Program Coordinator I**

**Range: 3**

**Reports to: Recruitment Coordinator**

### Position Requirements:

**Education and Experience:** One (1) year certificate from college or technical school; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

**Licenses Required:** None.

**Certifications Required:** Certification (or willingness to obtain) in: First Aid and CPR.

**Background Investigation Required:** BI through MN Department of Human Services and NSOPW.

**Knowledge:** Knowledge of Human Service programs, computer operating system, basic computer and office machines and knowledge of two county service area.

**Abilities:** Ability to follow oral and written instructions and maintain appropriate records.

**Skills:** Accuracy, detail orientated, typing, computer, filing, phone and organizational skills; excellent verbal and written communication skills; general office, math and record keeping skills.

### Duties and Responsibilities:

Perform work of routine to moderate difficulty as Lead Program Specialist to coordinate and oversee the entering and processing of Head Start child and family data. Maintain the data entry manual and assist with current agency data base training. Maintain accurate and up-to-date student files, enter all intake information in a timely manner, respond to all requests for information and reports as authorized and maintain adequate provisions for confidentiality. Process program reports and class lists as needed. Assist with annual PIR report. Prepare jobs for computer processing; operates other computer/non-computer peripheral equipment for various job functions; performs clerical duties including typing, filing and copying. Assist the Recruitment Coordinator in maintaining an efficient recruitment and enrollment program. Advise and assist families as necessary to complete required enrollment application packets. Make appropriate referrals. Answer phone inquiries from parents. Maintain complete, accurate and up-to-date recruitment and enrollment records as required by the Performance Standards. Actively promote the Head Start program in the community assisting with all recruiting efforts in service area. Attend staff meetings and trainings. Attend and assist with special program events. Dependable attendance and be flexible with daily work schedule. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building.

Posting Date: 5/4/2022

Location: Coon Rapids, MN

Closing Date: Until Filled

Supervisor: L. Rothi

Status: Permanent/FT

Starting Salary: \$14.90 - \$16.39/hr DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.

To receive an employment application, go to [www.accap.org/accapcareers](http://www.accap.org/accapcareers)