



## 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 – Operations**

**FLSA: Non-Exempt**

**Class Title: Program Coordinator 1**

**Range: 3**

**Reports to: Administrative Services 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 search on NSOPW.

**Knowledge:** Knowledge of Human Service programs and parent advocacy. Knowledge of Microsoft Word and other computer programs. Knowledge of generally accepted business English usage and general office procedures and practices.

**Abilities:** Capability to accurately type a minimum of 45 w.p.m. and ability to operate a wide variety of office equipment. Able to work with minimal supervision. Ability to work effectively with community providers while serving as an advocate for families experiencing poverty. Ability to coordinate multiple activities and projects, prioritize a heavy workflow, and work under deadlines. Ability to follow instructions and work with confidential matters. Ability to work independently, as well as part of a team, in a fast paced organization.

**Skills:** Dependable attendance. Must be flexible. Strong organizational and verbal/written communication skills, computer skills, public speaking skills, group facilitation skills, record keeping skills, and supervisory skills.

#### Duties and Responsibilities:

Performs complex secretarial and clerical work for the Director and Coordinators using computer word processing/data entry programs. Serve as a source of information for staff, families, and the community. Provide back-up front desk receptionist duties. Perform general department duties such as preparation of correspondence, editing, and copying. Assist in coordination of special events. Field administrative services basic job responsibilities questions, and handle day-to-day staffing issues. Work with Supervisor and Service Area to organize and support department meetings. Assist with assignment of staff duties. 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: 10/12/2022

Location: Coon Rapids, MN

Closing Date: Until Filled

Supervisor: P.Tuma

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)