ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Program Planner and Data Support Coordinator **FLSA: Non-Exempt**
Class Title: Program Coordinator III
Range: 5
Reports to: Head Start Director

Position Requirements:

Education and Experience: Associate degree (A.A.) or equivalent from two (2) year college or technical school; with major course work in organizational development, management or a related field and 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 the Bureau of Criminal Apprehension and search on NSOPW.
Knowledge: Requires the knowledge of and ability to effectively use computers and related programs such as Excel to assist with generating required documents, reports, graphs, etc. Ability to apply concepts such as percentages, ratios, proportions, and similar mathematical tools to practical situations. Problem-solving skills, knowledge of Head Start Performance Standards and Rule 3 licensing preferred.
Abilities: Strong ability to prioritize, plan, organize, and communicate effectively both orally and in writing, work independently with little or no direction, prepare comprehensive narrative and statistical reports, conduct effective program evaluations, and secure successful grants. Represent the Agency in the community and with funding sources.
Skills: Dependable attendance, flexible and able to multi-task, sound organizational skills.

Duties and Responsibilities:

Assist in the preparation of program proposal(s), budgets and program budget revisions and make recommendations as required. Plan and oversee annual program planning and grant development. Assist with procurement, tracking expenditures, preparing progress reports, organizing and direction of support service areas of the Head Start program. Provide technical expertise, information and assistance regarding the formulation and development of policies and procedures. Complete required funding source and other reports. Maintains files of necessary program grants, records and reports. Participate in program and agency-wide meetings and training sessions as required. Performs other related duties as assigned. Plan, organize, direct and participate in the Head Start planning and grant application process, including the development of community assessment, goals, and objectives, and operational procedures for each of the service areas. Monitor progress, program improvement and conduct data analysis. Direct the preparation and maintenance of a variety of narrative and statistical reports, generate financial reports, and other related records and reports. Analyze trends from each service area and data on children and families enrolled in the program. Work effectively with staff and community partners.

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, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout the building.

Posting Date:	5/13/2024	Location:	Blaine, MN
Closing Date:	Until Filled	Supervisor:	E. Grant
Status:	Regular Full Time	Wage:	$23.14-25.38/Hour - 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.

 ACCAP is an Equal Opportunity Employer