



# 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:** Early Learning Scholarships Coordinator

**FLSA:** Non-Exempt

**Class Title:** Program Coordinator 1

**Range:** 3

**Reports to:** Child Care Support Assistant Director

### 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 in data tracking and bookkeeping; or equivalent combination of education and experience.

**Licenses Required:** Valid Driver's License.

**Certifications Required:** None.

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

**Knowledge:** Knowledge of Human Service programs, Microsoft Office Suite, and other computer programs. Knowledge of coordinating multiple activities and projects. Knowledge of general office procedures and practices. Knowledge of licensed child care centers and Licensed Family Child Care; knowledge of outreach and recruitment strategies; knowledge of uses for data tracking and budgeting.

**Abilities:** Communicate orally and in writing to diverse groups of people; ability to handle a full range of secretarial duties, operate a wide variety of office equipment. Ability to coordinate projects, prioritize workload, and work under deadlines. Able to work independently and with team members, with minimal instructions and supervision. The ability to interpret reports, policies, and Federal and State rules and regulations. Ability to follow instructions and work with confidential matters.

**Skills:** Strong organizational and verbal/written communication skills, computer skills, general office, math, and record keeping skills. Resource specialists who troubleshoot and remain calm under pressure, and process information quickly and accurately to meet the needs of the populations served. Use sound judgement, compassion, and tact in dealing with clients.

### Duties and Responsibilities:

Performs a variety of clerical duties, including typing, proofreading, operating simple office machines, filing, and record keeping. Performs data entry; manages inventory and ordering; answers phones and general emails for the department; serves as a source of information for staff and community; attend all ACCAP and DCYF required meetings. Maintain a process for Pathway 1 Early Learning Scholarship Applications; determine eligibility for scholarship at time of application; track approvals and denials of all scholarships; determine scholarship amounts based on information provided on application; ensure timely and accurate utilization of the ELS Administration (ELSA) system and Salesforce system per the parameters defined in the ELS Manual; sends timely communication to families regarding their scholarship status; manage the Early Learning Scholarship waiting list for Anoka and Washington counties; award scholarships based on funding availability; assist families and early childhood programs in order to maximize use of their scholarship or other financial resources; assist eligible families with choosing a high quality early childhood program; work with the Central Payment Administrator to ensure that invoices are being paid timely; provide training to providers on how to request payments and communicate with providers as applicable; support families who need assistance in filling out Early Learning Scholarship online or paper application; train any new staff on Early Learning Scholarship department practices and procedures; collaborate with other Area Administrators in other counties. 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 the building and counties. Must have a valid driver's license.

Posting Date: 4/1/2025

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: S. Lindenfelser

Status: Permanent/FT

Wage: \$16.26-\$17.87/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.