



## 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:** Senior Programs Coordinator

**FLSA:** Non-Exempt

**Class Title:** Associate Director

**Range:** 6

**Reports to:** Director

#### **Position Requirements:**

**Education and Experience:** Bachelors Degree from a four (4) year college or university; one (1) to two (2) years related experience and/or training; or equivalent combination of education and experience.

**Licenses Required:** Valid Minnesota Driver's license.

**Certifications Required:** None.

**Background Investigation Required:** Search on NSOPW.

**Knowledge:** Knowledge of senior and community resources in Anoka County. Knowledge of program coordination, volunteer management, and event planning. Familiarity with grant processes and reporting. Knowledge of budgeting and program financials in collaboration with fiscal staff.

**Abilities:** Ability to read, analyze, and interpret financial reports. Ability to read and interpret documents such as grant contracts and partnership agreements. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from staff, clients, regulatory agencies, or members of the business community. Ability to write speeches and articles for publications that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Board of Directors. Ability to work well with others.

**Skills:** Strong oral and written communication skills, including public speaking and presentation development. Good interviewing techniques and assessment skills. Supervisory skills with both paid and volunteer staff. Strong oral and written skills. Good organizational skills. Intermediate computer and application programming skills. Grant writing and grant management skills.

#### **Duties and Responsibilities:**

The Senior Program Coordinator will be responsible for the Senior Outreach, Senior Kinship, and Senior Information Line, and oversee the staff and program operations. They actively participate in and facilitate internal team meetings, leadership discussions, and public presentations representing ACCAP. The Coordinator serves as a representative in various community coalitions and committees and is responsible for developing and maintaining strong partnerships with local providers, community groups, and other stakeholders. The Senior Program Coordinator will work with the Director of Operations on grant requests, budgets, and contracts, and works closely with the Fiscal Director on program budgeting and financial management. The Senior Program Coordinator coordinates events and activities for the Senior Programs team, volunteers, and the broader community, and develops outreach strategies to promote and expand services for older adults in Anoka County. This position is responsible for recruiting, training, and supervising volunteers, as well as providing ongoing support, including organizing ongoing volunteer meetings. The Coordinator receives program referrals, assigns clients to appropriate volunteers or staff, and facilitates placement meetings as needed between clients, volunteers, and case managers. They also prepare and submit regular reports to the assigned Directors and funding partners, participate in fundraising and public awareness efforts, and maintain accurate records of volunteer assignments, referrals, and waiting lists. Other related duties may be assigned as needed.

#### **Essential Job Functions:**

Normal office procedures: able to lift and carry 30 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, and keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets. Must have a valid driver's license.

Posting Date: 4/25/2025

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: K. Sahr

Status: Permanent/FT

Wage: \$27.6-\$30.36/hour

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

Updated 4/2025

ACCAP is an Equal Opportunity Employer