

ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE | Suite 3500 | Blaine, MN 55434
Phone: 763-783-4747 | Fax: 763-783-4700
Website: www.accap.org



JOB DESCRIPTION

Position Title: Lead Program Specialist - ERSEA Specialist

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 the Bureau of Criminal Apprehension and search on NSOPW.

Knowledge: Knowledge of Head Start Performance Standards and ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) requirements; knowledge of human service programs, parent advocacy, community resources, and basic computer and office equipment.

Abilities: Ability to work effectively with individuals from diverse ethnic and socio-economic backgrounds; ability to maintain confidentiality, work independently and as part of a team, and collaborate with community partners while advocating for families.

Skills: Excellent verbal and written communication skills; organizational, customer service, computer, data entry, record-keeping, and basic mathematical problem-solving skills.

Duties and Responsibilities:

Assist in implementing ERSEA systems in accordance with Head Start Performance Standards and program policies. Support recruitment efforts by promoting the Head Start program throughout the community and assisting families with eligibility and enrollment processes. Maintain accurate enrollment, attendance, and family records through data entry and filing systems. Respond to parent inquiries regarding program services and enrollment procedures. Prepare and distribute recruitment and enrollment materials to families, community agencies, and partners throughout the service area. Assist with maintaining full enrollment and supporting attendance procedures. Attend staff meetings, trainings, and special program events as required. Maintain dependable attendance and flexibility in daily work assignments. Perform 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: 7/1/2026

Location: Coon Rapids, MN

Closing Date: Until Filled

Supervisor: E. Grant

Status: Permanent/FT

Wage: \$16.91-18.60/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.

AN EQUAL OPPORTUNITY EMPLOYER

