



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: Lead Program Specialist - Administrative

FLSA: Non-Exempt

Class Title: Program Coordinator 1

Range: 3

Reports to: Director of Operations

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: None.

Background Investigation Required: None.

Knowledge: Knowledge of Human Service programs, Microsoft Office Suite 2010, and other computer programs. Knowledge of coordinating multiple activities and projects, while prioritizing a heavy work flow and working under deadlines. Knowledge of generally accepted business English usage and general office procedures and practices.

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, and accurately type a minimum of 45 WPM. Strong ability in coordinating tasks and projects, prioritizing work load, and working under deadlines. Able to work independently and with team members, with minimal instructions and supervision. Ability to follow instructions and work with confidential matters.

Skills: Dependable attendance and must be flexible. Strong organizational and verbal/written communication skills, computer skills, general office, math and record keeping skills.

Duties and Responsibilities:

Performs complex secretarial and clerical work for the Program Directors using Microsoft Office Suite/data entry programs. Serve as a source of information for Program Directors, staff and clients. Provide front desk receptionist duties. Perform general department duties such as preparation of correspondences, editing, copying. Assist in coordination of special events. Field administration and receptionist basic job responsibilities, and handle day-to-day issues. Work with Director of Operations to organize and support department and office needs. Data entry for client tracking software, data clean ups and reports. Updates website and ongoing social media postings. Performs other related duties as assigned. 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: December 11, 2020

Starting Salary: \$13.65 – 15.02 DOQ

Closing Date: Until Filled

Location: Blaine, MN

Status: Permanent/FT

Supervisor: J.Milos

Benefits: Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125

To receive an employment application, go to www.accap.org.