

# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE | Suite 345 | Blaine, MN 55434  
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Website: [www.accap.org](http://www.accap.org)



## JOB DESCRIPTION

**Position Title:** Recruitment Specialist  
**Class Title:** Program Specialist  
**Range:** 2  
**Reports to:** Recruitment Coordinator

**FLSA:** Non-Exempt

### Position Requirements:

**Education and Experience:** High school diploma or equivalent; six (6) months to one (1) year related experience and/or training; or a demonstrated capability to perform the job duties.

**Licenses Required:** None.

**Certifications Required:** Certification (or willingness to obtain) in: First Aid and CPR.

**Background Investigation Required:** BI through MN Department of Human Services.

**Knowledge:** Knowledge of human service programs, parent advocacy, and knowledge of basic computer and office machines; knowledge of two county service area.

**Abilities:** Ability to work well with individuals from various ethnic and socio-economic backgrounds; ability to work with community providers while serving as an advocate for families, and ability to work independently as well as part of a team.

**Skills:** Possess excellent verbal and written communication skills, elementary mathematical problem solving skills, computer skills, record-keeping skills, and group facilitation skills.

### Duties and Responsibilities:

Assist in implementing the recruitment and enrollment and data entry components according to Head Start Performance Standards. Assist the Recruitment Coordinator in maintaining an efficient recruitment and enrollment program. Advise and assist families as necessary to complete required enrollment application packets. Collate form packets as needed. Assist with data entry filing. Answer phone inquiries from parents. Mail enrollment packets to parents. Actively promote the Head Start program in the community assisting with all recruiting efforts in service area. Oversee mass mailing of program information, flyers and posters, to the community agencies, community partners and neighborhoods throughout the two county program service area. Dependable attendance and be flexible in daily work schedule. Attend staff meetings and trainings as required. Attend and assist with special program events. 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:	September 24, 2021	Location:	Coon Rapids, MN
Closing Date:	Until Filled	Supervisor:	L. Rothi
Status:	Permanent/FT	Starting Salary:	\$11.80 - \$12.99 DOQ
Benefits:	Medical, Dental, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125.		

To receive an employment application, go to [www.accap.org](http://www.accap.org).