



Project Coordinator

Job Title: Project Coordinator- Home Modifications
Classification: Full-Time- Exempt
Reports To: Executive Director | Director of Divisions | Accessibility Lead
Salary: \$41,600

Summary: The Project Coordinator coordinates and performs Home Assessments and Home Modifications Projects.

This position is mostly out of office meeting with clients, working with contractors, doing project walk-throughs. Mileage reimbursement is provided, additional employer paid training, and team support.

Home Assessments:

- Work with case managers and the client in their home setting.
- Tour the space and make an assessment on the physical environment
- Create a completed report of the assessment and recommendations for modifications or technology that could be performed to allow the client to stay in their home safely with maximum mobility and accessibility of the space.
- You will be working closely and communicating on a professional level with clients, county workers, and contractors during each project
- You will be representing ConnectAbility of MN with the expectation that all parties involved in each project are treated fairly, with respect, and with dignity
- You may work by yourself or with a team of employees depending on the project

Home Modifications:

- Assess, plan, budget, oversee and document all aspects of the specific project, create bids/quotes, find contractors in local areas
- You will be responsible for putting together weekly updates about each project and reporting back to the client's caseworker
- You may also work closely with the executive management team to make sure that the scope of work and direction of each project is on schedule
- You will be working closely and communicating on a professional level with clients, county workers, and contractors during each project

- You will be representing ConnectAbility of MN with the expectation that all parties involved in each project are treated fairly, with respect, and with dignity
- You may work by yourself or with a team of employees depending on the project

Responsibilities:

Assessments and Home Remodels

- Maintain communication with case managers, referral agencies, clients, product suppliers and contractors
- Process necessary paperwork to compliance
- Maintain a timely schedule
- Maintain Department of Labor Certification as an Accessibility Specialist

Billing

- Update billing spreadsheet bi-weekly
- Process forms for vendor payments

Other Requirements:

- Help clients in navigating social services and other forms of assistance
- Initiation and participation in community events

Qualifications:

- Computer skills, including proficiency in Microsoft Office Suite, Salesforce, MN Its
- Ability to successfully organize and prioritize tasks to meet goals and solve problems and generate creative solutions
- Ability to perform independently within established guidelines
- Assistive Technology knowledge (not required)
- Construction knowledge

Benefits:

- 3 weeks PTO days (15 days)
- 16 hours community volunteering or school functions
- Benefits Package
- Flexible scheduling
- Mileage compensation
- Community networking involvement

Apply:

- Send Resume to Hello@ConnectAbilityMN.org
- Call 320.253.0765 to request an interview