



Programs Administrator

Job Title: Programs Administrator
Classification: Full-Time- Exempt
Reports To: Director of Operations | Director of Divisions | Executive Director
Salary: \$41,600

Summary: *The Programs Administrator runs the following programs and coordinated services:*

- Adaptive Equipment Connection
- Donated Equipment Program
- Reset Connect
- Age-Friendly Programs
- Community Events
- Volunteer Program
- Internship Program
- Pass Through Purchasing
- Assistive Technology Lab

This position involves online research for making purchases for clients, ordering, tracking, and follow up with the client and the case manager. Completing internal process for billing. It also has an element of physical demand. That includes assisting in getting donations into our office, cleaning, making needed corrections and fixes, replacing batteries, and assisting getting the donations out to the public. This involves special events coordination, planning, sponsorships, setting up, execution, and clean up –with your team’s support. This position involves in and out of office time, building relationships with vendors, sponsors, and providers

Responsibilities:

Adaptive Equipment Connection

- Prepare, administer, and attend the board committee meeting monthly
- Receive and maintain the applications
- Research and purchase the approved items, maintain records, and communicate with the Finance office
- Build relationship with the recipient and complete the grant requirements

Donated Equipment Program

- Receive equipment
- Clean, sanitize, repair, and catalog donated items
- List on website and inventory
- Work with the public and partners to give the equipment to those in need
- Build partner relationships

Reset Connect

- Receive referral forms
- Connect with the recipient, purchase services
- Follow up with recipient and referring

Age-Friendly Programs

- Create partner relationships
- Follow through on grant requirements
- Develop and administer short term programs

Volunteer Program

- Create and administer program
- Communicate and schedule opportunities

Internship Programs

- Create and administer program
- Communicate and schedule opportunities

Other Requirements

- Meet with team two times a week for meetings
- Participate in organizational activities
- Support the Mission and Vision statements
- Attend and participate in community meetings representing ConnectAbility of MN
- Supporting the other location offices
- Community Outreach

Qualifications:

- Computer skills, including proficiency in Microsoft Office Suite, Salesforce (helpful but not required)
- Ability to successfully organize and prioritize tasks to meet goals, solve problems and generate creative solutions
- Ability to function independently within established guidelines
- Exceptional written and verbal communication skills

Benefits:

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

Apply:

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