



Program Administrator Role 2

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

- **Representative at Expo**
- Attend and represent ConnectAbility of MN at area Expo
- Expos will be predetermined

- **Support ConnectAbility of MN Events**
- Being present to assist the events team
- **Volunteer**
- Will work with the team on developing and supporting the volunteer program
- Will work with Community Volunteers
- Fostering relationships with volunteers
- **Representing ConnectAbility of MN at community events**
- Attending events outside the office
- Chamber Connection(s)
- Chamber events
- Business after hours
- But not limited to other community events, that will benefit the organization

- **Representing ConnectAbility of MN on Community Partner Meetings**
- NEAT
- STAR
- Koochiching County
- Meetings that the Director of Operations feels would be beneficial for the organization will
- **Networking outside of the office**
- Building relationships with community businesses /organizations in person and by phone contacts
- Attending community events

- Identifying businesses/organizations and building relationships with them
- Working with the Director of Operations on identifying organizations to connect with
- **Age Friendly Programs** will change based on grants received
- Promoting Adaptive Toys
- Promoting Age-Friendly
- If applicable research items requested
- Purchase items through Receptionist
- If applicable share the story with Marketing
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- **Networking in North/South office locations**
- Building relationships via phone/ virtually with other organizations/businesses within the State of Minnesota.
- Finding Expo/ Target area(s)
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- **Communication**
- Use Friends@ email
- Have an organization-issued cell phone
- Business cards
- **Assistive Technology Lab**
- AT Lab Backup
- Assistive Technology Presentations/Expos

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