



## Program Administrator Role 2

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

As our public-facing, relationship building Program Administrator you will be in the community promoting our programs and working with your teams to grow our outreach and protentional. Building and nurturing community relationships and creating new resources to support the mission of ConnectAbility of MN.

### 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)

### **Communication**

- Have an organization-issued cell phone
- Business cards

### **Assistive Technology Lab**

- AT Lab Backup
- Assistive Technology Presentations/Expos

### **Other Requirements**

- 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:**

- 2 weeks PTO (10 days)
- 8 hours of community volunteering or school functions
- Benefits package
- Wellness activities
- 11 Holi-dates paid off
- Flexible scheduling
- Mileage compensation
- Community networking involvement

**Apply:**

- Send Resume to [TeamSupport@ConnectAbilityMN.org](mailto:TeamSupport@ConnectAbilityMN.org)
- Call 320.253.0765 to request an interview