



## Donated Equipment Program – Connect Administrator Support

**Job Title:** Program Administrator - CAS  
**Classification:** Full-Time  
**Reports To:** Director of Operations | Executive Director  
**Hourly Wage:** \$20

**Summary:** The Programs Administrators run the Donated Equipment Program and is the Connect Program Administrative Support team member. This roles work closely with all the team members of the Connect Programs as well as Operational team members.

### **Responsibilities:**

#### **Donated Equipment Program**

- Receive equipment
- Clean, sanitize, repair, and catalog donated items
- List on website
- Work with the public and partners to give the equipment to those in need
- Build partner relationships
- Enter the data into the inventory system for all location Donated Equipment Programs
- Receive and route all income calls for the Donated Equipment Programs
- Maintain inventory of the local office Donated Equipment Program

#### **Other Requirements**

- Schedule the Assistive Technology Lab appointments
- Schedule the Meeting Room space for all locations
- Vet Volunteer Program applications
- Manage Event Registrations
- Manage PProgram Registrations

#### **Other Requirements**

6.13.2023 SW

- 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

**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:**

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- 10 days PTO
- 8 hours community volunteering or school functions
- Flexible scheduling/ in office and remote
- Benefits package
- Monthly Wellness activities
- Community networking involvement
- 10 paid holidays

**Apply:**

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