



Volunteer and Events Program Administrator

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

This position is an important part of our Programs. As our Program Administrator you will be working directly with volunteers and community partners. You will be working directly with ConnectAbility of MN team members from different divisions to help support the needs of all our programs and provide opportunities for the community to engage with our organization.

The Events Coordination portion of this position will involve planning and administering the events we host throughout the year.

Planning and Adminstrating ConnectAbility of MN Events

- Being present to plan, administer, and attend the events
- Create partner relationships
- Solicitate donations and collections
- Follow up with record keeping
- Follow up with grant requirements

Representing ConnectAbility of MN on Community Partner Meetings

- Building relationships with community businesses /organizations in person and by phone contacts
- Attending community events
- Identifying businesses/organizations and building relationships with the community

Volunteer Program

- Create and administer program
- Communicate and schedule opportunities
- Fostering relationships with volunteers

Internship Programs

- Create and administer program
- Communicate and schedule opportunities

Other Requirements:

- Meet with Community Engagement team on a schedule basis
- 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, Monday.com-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
- 10 paid holidays
- Flexible scheduling
- Mileage compensation
- Community networking involvement

Apply:

- Send Resume to TeamSupport@ConnectAbilityMN.org