

Lakes & Prairies Community Action Partnership, Inc. is hiring for the following position:

SPECIAL PROJECTS COORDINATOR

Coordinate projects and initiatives for Lakes & Prairies Community Action including VITA Tax Site, MNSure health care assistance, Homebuyer Education and Counseling, Workforce Development, SNAP Outreach and other projects as assigned. Collaborate with all Divisions of Lakes & Prairies and conduct community outreach activities. Responsible for the recruitment and training of volunteers and interns. The employee's primary duty includes the exercise of discretion and independent judgment.

QUALIFICATIONS:

Minimum

- Required Bachelor's Degree in Human Services, or related field
- Proof of valid driver's license and current/adequate vehicle insurance coverage
- Two years' professional work experience

Preferred

- Ability to work independently and experience working with low-income households
- Knowledge of or certification in Home Stretch curriculum, financial literacy, tax preparation, and Homebuyer Counseling.
- Priority given to candidates with prior experience working with a non-profit organization.

To place a request for a complete Job Description and an Agency Application, send message to: jobs@lakesandprairies.net

Send cover letter, resume, and completed application also to email:
jobs@lakesandprairies.net

Or, submit all documentation to the address below:
Lakes & Prairies CAP, Inc.

715 11th St N, Suite 402, Moorhead, MN 56560

Deadline to apply is Wednesday, 3/28/2018, @ 4:30 PM

EOE/AE

Hires based upon Background Check & Favorable Driving Record

