

## POSITION DESCRIPTION

### Arrowhead Regional Development Commission

**Job Title:** Development Administrative Coordinator  
**Division:** Aging  
**Reports To:** Director  
**Classification:** Office Support III  
**FLSA Status:** Non-exempt

**Job Summary:** Development Coordinator will work with ARDC's Aging Division staff on carrying out the ElderCare Development Partnership (EDP) workplan with a focus on transportation development in the Arrowhead region. The Development Administrative Coordinator will work with Title IIIB funded transportation programs, the Regional Transportation Coordinating Council (RTCC) Coordinator and regional transportation groups to ensure a home and community-based perspective is present in transportation planning. This position is responsible for assisting in the development and coordination of all activities encompassed in the Eldercare Partnership Plan, including developing and administering the work plan, completing the required project reporting, and assisting with other focus areas and administrative support or communications as necessary.

#### Primary Duties and Responsibilities:

- Assist with promotion, coordination, and implementation of the overall EDP work plan.
- Focus on transportation access as a gap area and work with partners to expand coverage, increase access and raise awareness of transportation service options.
- Assist with preparing and finalizing written materials and other reports for the EDP projects.
- Participate in ARDC and Area Agency on Aging division meetings and other agency work groups.
- Work with partners – direct client service organizations, public transit agencies, private and non-profit transportation providers, communities, schools, faith groups, and non-profit agencies – to see that services are not duplicated but rather are complimentary, aligned, and delivered to partners who can utilize the service most effectively.
- Foster collaboration and coordination among transportation providers to share best practices and educate providers on emerging models and innovations.
- Deliver government services in a respectful, responsive, and solution-oriented manner.
- Design communications, publications, presentations, documents and/or other educational materials– work with websites, social media platforms, presentation platforms, project management apps, webinars, etc.
- Give updates and reports to boards and/or committees as needed.
- Attend EDP team meetings, RTCC meetings, Dementia Friendly Duluth transportation committee, and relevant community meetings as needed.
- Work with the team to support all division projects.

**POSITION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability and physical demands required, and environmental characteristics encountered. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. This position is contingent upon a successful background check.

**Education/Experience:** A minimum of an Associate's Degree is required. Previous experience in community-based planning also preferred.

**Competencies:** Interest in building partnerships within the community and with other communities, promoting citizen participation, action, and leadership. Strong communication skills – ability to express ideas clearly and effectively in both written and oral form; proficient keyboarding and computer skills, including electronic mail, word processing, presentations, spreadsheets, graphics, and social networking; self-motivated to work independently in a collaborative work setting and maintain effective interpersonal relationships by being respectful, tactful, cooperative, professional and displaying a positive attitude; highly organized and detail oriented with ability to establish priorities, identify and solve problems and handle multiple tasks simultaneously in spite of interruptions; flexible and adaptable when necessary to modify plans and behavior to meet a goal; ability and motivation to quickly learn new job-related information and keep informed of all projects and changing situations.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence and documents. Ability to design document covers and graphics. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**Mathematical Skills:** Ability to add and subtract two-digit numbers and multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and distance. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Demands:** The employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close, distance, and peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:** This position is located in Duluth, MN. Work from home options may be made available in a hybrid model but employees are required to demonstrate successful performance. This is a professional office. The noise level in the work environment is usually quiet.

**Travel:** This position requires moderate travel within the region, and occasional travel to the metro area which could result in overnight travel. Current work is being done remotely with very limited travel. A valid Driver's License is required. Sufficient internet is also required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

---

Signature

---

Date