



WE'RE HIRING!

August 19, 2026

Administrative Assistant — Social Media & Community Outreach Focus

Salary Range: \$21.94 – \$25.78 – \$29.62

Status: Non-Exempt

Schedule: Hybrid (in-office at Monticello & remote)

Reports To: HR/IT Director

About the Role

Central Minnesota Jobs & Training Services, Inc. (CMJTS) is looking for an organized, creative, and personable Administrative Assistant to join our team with a focus on social media and community outreach. In this role, you'll help tell CMJTS's story to the public, support our community outreach efforts, and provide the administrative backbone that keeps our programs running smoothly. If you enjoy connecting with people, creating engaging content, and juggling a variety of tasks with a positive attitude, we'd love to hear from you.

What You'll Do

- Assist the assigned Manager with organization of grant initiatives, department communications, and community outreach efforts.
- Work closely with the agency social media committee to develop, schedule, and publish content across organizational social media platforms.
- Monitor engagement, respond to public inquiries and comments, track basic analytics, and report on performance.
- Coordinate logistics for community events, outreach activities, and campaigns.
- Support the Manager in maintaining relationships with community partners and sponsors.
- Draft outreach and promotional materials for fundraising and community initiatives, coordinating with our Graphic Design team.
- Provide general administrative support: correspondence, document preparation, scheduling, and maintaining organizational records.
- Handle requests for information and data, often confidential or sensitive in nature.

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

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- Support an assigned board committee by coordinating hybrid meetings, preparing agendas, recording minutes and managing the distribution of related materials.

What We're Looking For

- High school diploma or equivalent required; Associate degree or certification in a secretarial or office-related field preferred.
- 2+ years of related experience.
- Familiarity with social media platforms (Facebook, LinkedIn, Instagram, YouTube, etc.) and content scheduling tools.
- Interest or experience in communications and community outreach a plus.
- Strong organizational and attention to details skills.
- Proficiency with Microsoft Office, email, and the Internet; knowledge of SharePoint and PowerPoint preferred.
- Strong writing skills and comfort communicating professionally with businesses, community partners, and the public.
- Ability to prioritize multiple tasks, work independently, and meet deadlines.
- Accurate typing skill of 40+ wpm.

Work Environment & Schedule

This position follows a hybrid work model, combining in-office and remote work, with flexibility to report to the office for meetings, events, training, or team collaboration as needed. Work is performed in an office environment with frequent contact with the public, vendors, and staff. This position may on occasion be required to work extended hours to complete a project. Work is often performed as part of a team and will be expected to work with other employees to resolve issues, answer and ask questions, and meet deadline commitments.

How to Apply

Visit www.cmjts.org to learn more about our organization

Send cover letter and résumé to:

Human Resources, CMJTS, PO Box 720, Monticello, MN 55362
employment@cmjts.org

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