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**Administration** 1520 Highway 32 South Thief River Falls, MN 56701

p. 218.681.4949 | f. 218.681-7635

www.odcmn.org

September 21, 2022

***ARE YOU LOOKING FOR A REWARDING CAREER MAKING A DIFFERENCE IN PEOPLE’S LIVES?***

***Join a mission-driven company who has provided quality services for 50 years across***

***northern Minnesota to individuals with disabilities***

* **Program Services Manager**, full-time, Mon – Fri
* Managing a team across Northwestern Minnesota
* Hybrid work opportunity with a blend of in-person, regional travel, and home office
* Opportunity for personal growth while building and nurturing a team for mutual success.
* Manage both programmatic and financial elements of the services provided
* Ability to network and promote ODC services with other agencies
* Strong leadership skills to coach, motivate and inspire team members in the delivery of excellent services
* Must have well-developed written and verbal communication skills
* Must be highly organized, motivated, and a self-starter
* Mandatory DHS Background Study
* Bachelor’s degree or equivalent years of management experience
* Benefits include insurance, paid time-off and 403(b) with company match
* Looking for a unique person…. position open until filled!

***If you are searching for a rewarding career***, Contact Nancy Cota, VP of Human Resources at

218-681-4949 ext. 1 or [ncota@odcmn.org](mailto:ncota@odcmn.org)

Employment application and job description available at [www.odcmn.org](http://www.odcmn.org)

*EOE/ADA* – *People of color, women, veterans, and individuals with disabilities are encouraged to apply.*

*Occupational Development Center, Inc.*

*1520 Highway 32 S., Thief River Falls, MN 56701*

Re: Minnesotaworks.net

Indeed.com

MN DEED

White Earth Tribal Council

Northwest Indian OIC

Northern Watch (Run dates: 9/24 and 10/1)

Posted: Bemidji

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Grand Rapids

Hibbing

International Falls

Roseau

Thief River Falls

Virginia

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