



## JOB VACANCY ANNOUNCEMENT

**Position Title:** Team Leader

**Status:** Full-time, Exempt

**Starting Salary Range:** Grade 12; \$2,355-\$3,836/pay period (DOQ)

**Location:** Brainerd CareerForce

**Benefits Offered Include:** Health, Dental, and Life insurance, retirement, Holidays, PTO, and others, along with mileage reimbursement at the IRS rate.

**Position Number:** 26-05

**Recruitment:** Internal/External

**Closing Date:** April 1, 2026

### Primary Position Objectives:

Responsible for overseeing team members and ensuring that they work together cohesively to achieve common objectives engaged in the delivery of employment and training program services. Accountable for the action, activities, behavior, morale, discipline, and performance of self and team members.

### Required Qualifications:

Bachelor's degree in human services or business-related field or appropriate commensurate experience. Demonstrated effective supervisory and leadership ability. Effective written and oral communication skills. Ability to work in a team environment. Demonstrated community involvement. Must pass a criminal background check. Requires a valid driver's license, vehicle insurance, and a reliable vehicle.

### Preferred Qualifications:

Extensive knowledge of employment and training program services and components including: MFIP and Dislocated Worker, adult and youth. Knowledge of Workforce One and Microsoft Office software. Those individuals who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

### Essential Functions:

Coordinates the activities of the team to provide effective program services. Supervises individual staff members and their development. Assists in the development of team goals and budgets. Recommends staff levels, staff selection, job assignments, and cross training. Reviews center operation reports with staff to determine production, expenditure rate, and performance measure progress. Implements corrective action plans as approved by management. Monitors service delivery and systems usage. Conducts community outreach.

**Application Instructions:** Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager  
Rural Minnesota CEP, Inc.  
803 Roosevelt Avenue  
Detroit Lakes, MN 56501  
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at [www.rmcep.com](http://www.rmcep.com). To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

**RMCEP is an Equal Opportunity Employer/Program Provider  
Upon request, this information will be made available in an alternate form.**

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