

COMMUNITY CONNECTION JOB OPENING

POSITION: Transit Operations Assistant

LOCATION: Community Connection of Northeast Oregon, Inc.
Baker County
2801 Cedar St
Baker City, Oregon 97814

CLOSES: Open Until Filled

COME JOIN US IN THIS EXCITING AND FAST PACED ENVIRONMENT. Community Connection in Baker is seeking to fill the position of Transit Operations Assistant.

This is a 30+ hour per week position (20-29 hours as Transit Operations Assistant and 11-19 hours as Transit Driver), with a pay range of \$16.83 - \$23.09 per hour, including a competitive benefits package: paid vacation/sick/holiday, health and dental insurance, and retirement benefits.

Position Duties Include:

- Enter trip requests into the agency's reservation and dispatch software.
- Assist staff with reservation and will-call dispatching and scheduling.
- Prepare correspondence, perform data entry, and assist with monthly reports.
- Assist with record keeping for ongoing training requirements.
- Drive on a fill-in basis and on a regular rotation to relieve transit drivers for scheduled breaks and lunches.

Successful Applicant will be subject to a pre-employment drug test and criminal history background check. Complete job description and application are available online at <https://ccno.org>, or Oregon Worksource Office.

Please submit the following to be considered for this position:

- a cover letter
- a resume
- completed application
- letters of recommendation are encouraged

All applicant materials must be returned:

- in person
- by mail to Community Connection Administration Office, ATTN: HR Department, 2802 Adams Ave. La Grande, OR. 97850
- e-mailed directly to jobs@ccno.org.
- OR in person at Worksource Office.

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*Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*

*If you need assistance or an accommodation due to a disability, you may contact us at [jobs@ccno.org](mailto:jobs@ccno.org) or you may call us at 541-963-3186.*