

Community Connection of Northeast Oregon, Inc. - Job Opening

Position: County Operations Manager

Location: Community Connection - Enterprise Senior Center
702 NW 1st St. Enterprise, Oregon 97828

Closes: Monday, May 19th, 2025 at 5:00pm

Community Connection of Northeast Oregon, Inc. is seeking a highly qualified and mission-driven candidate to fill the position of Wallowa County Operations Manager. In this role, you will lead the daily operations and staff of our Enterprise and Wallowa Senior Center locations, guiding a deeply committed team, supporting meaningful programs, and making a lasting difference in your local community.

The successful candidate should demonstrate the following qualities:

✓ Strong People and Team Leadership Skills

We're powered by people and our team is extraordinary. We're looking for someone who can:

- Empower and support a dedicated team of service providers
- Boost morale and foster a positive, respectful culture
- Build trust, accountability, and motivation through strong communication and coaching
- Bring emotional awareness and thoughtful decision-making to day-to-day leadership - no one's perfect, but we value a leader who's open, responsive, and tuned into the needs of others

✓ A Heart for Seniors and Underserved Communities

Our services focus on supporting older adults and individuals facing economic hardship. This role is ideal for someone who:

- Has genuine compassion for vulnerable populations
- Understands the barriers that impact access to care and support
- Leads with respect, fairness, and a strong sense of community responsibility

✓ Operational and Organizational Strength

As the lead manager for one of our county locations, the ideal candidate:

- Thrives in a dynamic, service-driven environment
- Brings clarity and structure to day-to-day operations
- Can manage schedules, programs, and people with professionalism and heart

Responsibilities of the County Operations Manager (not intended to be all-inclusive)

- Provide daily oversight, coaching, and support to county-level program staff
- Maintain smooth, compliant, and effective office operations
- Coordinate services, schedules, and program activities within the county
- Collaborate with community partners, local stakeholders, and agency leadership
- Represent Community Connection at community meetings and events
- Promote a workplace culture grounded in service, teamwork, and accountability

Work Schedule, Salary and Benefits

Work Schedule: This salaried position is, at least, 40 hours per week. Typical schedule is Monday – Friday, 8am – 5pm, at the Enterprise Senior Center location. Work hours may include evenings and weekends as reporting, deadlines, training, and travel dictate.

Salary: This position is on a 10-step scale, included in our agency’s salary schedule, at a range of \$5,393 - \$7,676.

Current Benefit Package: Agency-paid health and dental insurance (Employer HSA contribution with applicable health plan), Retirement benefits after one year of employment, equal to 7.5% of salary (no match required), 11 paid holidays annually, and separate vacation and sick leave starting at 8 hours per month accrual for each.

Successful Candidate will be subject to pre-employment drug screening and criminal history background check upon job offer.

How to Apply

To Obtain Materials: Complete job description and application are available by visiting any local Community Connection Office, on our website at <https://ccno.org>, and in person at your local WorkSource Oregon office.

To be considered: You must submit 1) a completed application, 2) cover letter and resume (professional letters of reference are strongly encouraged).

Submission: All applicant materials may be submitted by

- Email: jobs@ccno.org
- Hand Delivery: Any WorkSource Oregon location
- Or directly to Community Connection **Administration Office**, via sealed envelope marked “ATTN: HR Department”
- Mail: Community Connection Administration Office
ATTN: HR Department, 2802 Adams Ave. La Grande, OR. 97850

All application materials must be received to be considered.

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 or you may call us at 1-541-963-3186.