

## COMMUNITY CONNECTION JOB OPENING

### **Position: Programs Specialist**

Location: Community Connection of Northeast Oregon, Inc.  
Administration Office  
2802 Adams Ave  
La Grande, OR 97850

### **CLOSES: Open Until Filled**

Community Connection seeks a Programs Specialist to assist in our Energy and Homeless Programs Department. If you have excellent communication skills, both in person and in writing, possess detail-oriented skills, and have strong organizational skills, this is a great opportunity for you.

This is a full-time, benefits-eligible position with a pay range of \$19.43 - \$28.27. Benefits include paid health/dental insurance, paid holiday/vacation/sick leave, as well as retirement eligibility after one year of employment.

#### **Position Duties Include:**

- Assist Energy and Homeless Services Manager in day-to-day tasks involving the use of general office equipment.
- Perform data entry of client information.
- Maintain accurate and complete client files for applicable programs.
- Run error reports for data quality control.
- Participate in meetings and assist in the coordination of meetings/events for the Energy and Homeless Programs Department.
- Offer ongoing administrative assistance to a variety of programs within the Admin Office.

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 or by mail to:  
Community Connection Administration  
Office, ATTN: HR Department, 2802 Adams  
Ave. La Grande, OR. 97850
- e-mailed directly to [jobs@ccno.org](mailto: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.*