

## Community Connection of Northeast Oregon, Inc. - Job Opening

### **Position: Deputy Director**

Location: Community Connection Administration Office  
2802 Adams Ave.  
La Grande, Oregon 97850

Closes: Thursday, November 13, 2025, at 5:00pm

Community Connection of Northeast Oregon, Inc. is seeking a highly qualified and mission-driven Deputy Director providing executive level leadership and strategic oversight across multiple community programs. The ideal candidate will be an experienced professional, possessing strong administrative, fiscal, and interpersonal leadership skills, who can balance compliance and operational excellence in a nonprofit environment.

The successful candidate will be able to demonstrate:

➤ **Expertise in Program Compliance and Strategic Oversight**

A deep understanding of federal and state human services programs (CSBG, LIHEAP, ADRC/AAA, OPI-M, Weatherization, Transportation, Housing, and Food Bank). The Deputy Director ensures regulatory compliance and timely, accurate reporting to state and federal agencies. This includes leading long-term planning such as the Area Plan, Community Needs Assessment, and organizational standards process. The ideal candidate will be able to translate complex requirements into efficient systems that strengthen service delivery and community impact.

➤ **Mindset for Risk Management**

The Deputy Director brings a proactive and thoughtful approach to fiscal responsibility and organizational risk management. This role collaborates closely with program managers and the Fiscal Manager to develop and monitor budgets for assigned programs, ensuring alignment with funding requirements and performance goals. The successful candidate will understand how fiscal integrity, compliance, and program outcomes intersect, and will be able to anticipate potential risks before they become problems. They will contribute to the agency's overall risk awareness by promoting clear communication, responsible decision-making, and transparency across the programs they oversee.

➤ **Excellent Leadership, Supervision, and Cross-Functional Team Development**

Proven success in leading teams, fostering collaboration across departments, and creating a culture of accountability, innovation, and professional growth. The Deputy Director will directly supervise program managers and administrative staff, guiding them through priorities while maintaining alignment with the agency's mission and goals. The successful candidate will be an encouraging leader who communicates clearly, motivates others, and models professional and ethical leadership.

### **Responsibilities of the Deputy Director (not intended to be all-inclusive)**

- Provide oversight of multiple programs across the agency, while ensuring compliance with all state and federal regulations.
- Lead agency-wide reporting and accountability while maintaining accuracy and timeliness in all required reports.
- Supervise and develop program managers and administrative staff, fostering collaboration, performance, and professional growth across departments and counties.

- Collaborate with the Executive Director, Fiscal Manager, and all Program Managers to develop and monitor budgets for assigned programs, ensuring responsible spending and adherence to funding guidelines.
- Professionally represent the agency in partnerships, board and advisory meetings, and with state and community partners, promoting compliance, transparency and the agency's mission.

### **Deputy Director 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 Administration Office. 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 \$6,973 - \$9,925.

**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 benefits starting at 8 hours per month accrual for each.

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***Successful Candidate will be subject to pre-employment drug screening and criminal history background check upon job offer.***  
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### **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) a cover letter, resume and (2) professional letters of reference.

**Submission:** All applicant materials may be submitted by

- Email: [jobs@ccno.org](mailto: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.**

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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 1-541-963-3186.*