



Community Connection of Northeast Oregon, Inc.

Job Posting

Position: Union County Senior Center (UCSC) Operations Manager

Location: Union County Senior Center
1504 Albany Ave.
La Grande, Oregon 97850

CLOSES: Monday, February 16, 2026 at 12:00pm

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### **This role is built on how we show up.**

At Community Connection of Northeast Oregon, leadership begins with integrity, collaboration, and compassion, and is sustained through accountability, stewardship, and a commitment to growth.

Success in this role is measured not only by outcomes, but by how leaders make decisions, work across programs, respond to others with empathy and action, and model professionalism in every interaction. We are seeking a manager who leads with ethical judgment, builds trust through collaboration, safeguards resources in service of the community, and approaches challenges with curiosity and continuous improvement.

If shared purpose matters to you as much as performance....

and if values guide your leadership in practice, not just in theory...

This role may be the right fit.

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Typical Position Duties – UCSC Operations Manager

- Advocate for and assist Union County's senior and low-income residents in obtaining basic needs.
- Develop financial resources to support programs including grant writing and fund-raising.
- Oversee all program operations, staff (office and kitchen), and personnel issues.
- Ensure program compliance with state and federal rules and regulations, grant requirements, program objectives, and agency policy.
- Promote programs through media, speaking engagements and participation in community events.
- Maintain a positive reputation throughout the county with a strong emphasis on customer service.

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Job description and application are available online at <https://ccno.org> and your local WorkSource Oregon 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 Dpt, 2802 Adams Ave. La Grande, OR. 97850
- e-mailed directly to jobs@ccno.org.
- OR in person at Worksource Office.

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**We offer the following pay, benefits, and work environment**

This is a full-time position with a pay range of \$4,958 - \$7,057 per month. Benefits include agency-paid health and dental insurance (with employer HSA contributions when enrolled in an applicable health plan), paid holidays, vacation, and sick leave, and 7.5% retirement plan contributions after one year of employment.

The role is at our Union County Senior Center location and includes a dedicated private office. Work is generally scheduled for Monday-Friday, approx. 8am-5pm (managerial duties occasionally dictate more hours and outside this time frame), and is comprised of primarily desk-based work involving computer use but does involve active movement throughout the worksite due to various center activities. Will include phone communication and routine administrative tasks.

**Successful Applicant will be subject to a pre-employment drug test and criminal history background check.**

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