



# Community Connection of Northeast Oregon, Inc.

## Job Posting

Position: Programs Specialist

Closes: Open Until Filled

Location: Administrative Office

2802 Adams Ave, La Grande, OR 97850

Community Connection seeks a Programs Specialist to assist in our Energy and Homeless Programs Department. If you are an excellent communicator, both verbally and in writing, pay close attention to detail, and consistently demonstrate strong organizational skills, this is a great opportunity for you.

### **We offer the following pay and benefits**

This is a full-time position with a pay range of \$19.43 to \$28.27 per hour. Benefits include agency-paid health and dental insurance (with Employer HSA contributions when enrolled in an applicable health plan), paid holidays, vacation, sick leave, and 7.5% retirement plan contributions after one year of employment.

The role is located at the administrative office. Work is generally scheduled for Monday-Friday, approx.

8am-5pm, and is primarily desk-based work involving computer use, documentation, phone communication, and routine administrative tasks, with occasional movement within the office.

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

### Position Duties Include:

- Assist the 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.

### **Apply today!**

**Job description and application are available online at <https://ccno.org> and your local Worksource Office.**

### Application must be completed and returned:

- In person or by mail to: Community Connection Administration Office, ATTN: HR Department, 2802 Adams Ave, La Grande, OR 97850
- E-mail directly to [jobs@ccn.org](mailto:jobs@ccn.org)
- OR in person at WorkSource Office.

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.