



Community Connection of Northeast Oregon, Inc.

Job Posting

Position: Office Assistant (Fill-in)
Closes: Open Until Filled

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

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Community Connection of Wallowa County is seeking qualified applicants for a fill-in Office Specialist position at the Enterprise Senior Center. This flexible opportunity is ideal for someone interested in occasional office work and earning additional income while helping support an organization that serves the local community. The Office Specialist will provide office coverage as needed, assisting visitors, answering phones, completing basic computer tasks, and helping keep daily office operations running smoothly. Applicants should be dependable, comfortable working with the public, and available to step in when full-time staff are absent.

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

This is a fill-in position with a pay range of \$18.99 - \$24.89 per hour, including accrued sick leave. All fill-in work is performed during regular business hours, Monday – Friday, 8am – 5pm.

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

### Position Duties Include:

- Greet visitors, answer phones, provide information, and route calls to the appropriate staff.
- Complete general office duties, including data entry, correspondence, recordkeeping, and basic reports.
- Help maintain activity calendars, coordinate facility rentals, and share information about upcoming events.
- Provide fill-in support for client services, transportation scheduling, and other county office operations as assigned.

**Apply today! Job description and application are available online at <https://ccno.org> and your local Worksource Office. A completed application is required to be considered.**

### 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 any WorkSource Oregon 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 or you may call us at 541-963-3186.